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1876

ANNUAL REPORT

OF THE

Toledo Public Library

For the Year Ending January 1st

1877.



THIRD ANNUAL REPORT

OF THE

TRUSTEES OF THE PUBLIC LIBRARY

OF THE

CITY OF TOLEDO.

FOR THE YEAR ENDING JANUARY 1st, 1877.

TOLEDO:
B. F. WADE & CO., PRINTERS AND BINDERS.
1877.



Trustees' Report.

TOLEDO, *January 1st*, 1877.

To the Honorable the Common Council of the City of Toledo:

GENTLEMEN:—The Board of Trustees of the Public Library of Toledo beg leave to present to your Honorable Body, as provided by the statute under which we were organized, their Third Annual Report. We are happy to say that at least one Institution of our City, owing to the generous impulses that governed your actions in levying the full tax provided by the law, has escaped the depressing influences that has spread over our land during the year now closed.

That the Library has proved a continued success is fully shown by the accompanying statistics of circulation and membership; of its future there can be no question. The interest manifested by all classes of the community, from the opening of the Library in November, 1873, has been fully maintained, and the great problem for us to solve is, How can the supply of books be kept equal to the demands made upon us?

The attention of the Board of Trustees was, early in the year, called to the necessity of providing more shelf room for the Library. The room allotted to the Library proper was entirely too cramped for the proper accommodation of the books, and the only way of providing the necessary room was by encroaching upon the space occupied by the Reading

Room. The number of visitors to this branch of the Institution were too great in numbers for us to think of taking any part of the room without an absolute necessity. We therefore very cheerfully accepted an invitation from a Committee, appointed by your Honorable Body, to meet with them and a Committee of the Masonic Temple Association. The latter proposing to provide accommodation for the Library in the building they contemplate erecting at the corner of Superior and Adams streets.

The space offered by them, in many respects admirably adapted for our present wants, was deemed too small for the probable growth of the Library. The largest space they could offer would not have accommodated the Library beyond the shortest term of the lease proposed, viz. : five years.

The fitting up of the rooms, at the lowest estimate made by the Board of Trustees, would have incurred an expenditure of twenty-five hundred dollars; this, with the additional rent demanded by the Temple Association, would have left but a small sum, if any, to be expended in books.

Other rooms, equally centrally located, with more space and upon far more liberal terms, were offered. These various propositions were fully considered, but in view of the additional expense that would, in case of removal, necessarily have to be incurred in fitting new rooms, and the removal of books, the Board of Trustees concluded that it was inexpedient to make any change for the present. Our present quarters, though limited in size, are located in the most central portion of the City : and it is a fact, admitted by all who are conversant with Circulating Libraries, that the location has much to do with the increase and success of the Library. We have therefore increased the shelf room more than 6,000 volumes by taking twenty feet from the room used for reading purposes, and putting up cases in it; and have added to the Reading Room nearly the same space by taking the room heretofore used as a Ladies' Room, which for some reason was but little used by those for whom it was intended. With these changes the question of removal has been dropped for the present. We think, from developements made during the discussion of the question of removal, that if it should become necessary to change our quarters, rooms can be obtained well located and adapted to our wants upon very liberal terms.

By a resolution of your Honorable Body, the Public Library was made the custodians of the two Toledo Blades and Spanish Flag presented to the City by the Royal Spanish Commissioners to the Centennial Exhibition. The plan adopted for their proper accommodation was a frame, with the flag as a back-ground, the blades crossed in front, and the inscription, "Toledo in Spain to Toledo in Ohio," under them, as suggested by Francisco Lopez Fabra, the Royal Commissioner, the whole to be covered with glass.

In this connection we would suggest to you, and through you to the citizens of our City, the Public Library as a proper receptacle for the preserving and exhibiting to our citizens mementos that are of general interest to the community.

There are in all communities, stored away in garrets and other out-of-the-way places, pamphlets, maps of the City, old prints, &c., that are invaluable, yet are doomed to oblivion because there is no place to deposit them.

The year has been made memorable in the history of Circulating Libraries by a Conference of Librarians held in the City of Philadelphia, in October. It was the largest meeting of Librarians ever held. There were present nearly one hundred delegates, representing the leading Libraries of the country. The Conference lasted three days, with three sessions each day. Papers upon practical questions, in which Librarians are interested, such as "Popular Objection to Public Libraries," "The Preservation of Pamphlets," "Free Libraries and Readers," "Bibliography as a Science," &c., were read. These and kindred subjects were fully and ably discussed. A permanent organization was effected under the name of the American Library Association.

The Association will, in future, hold an Annual Conference. It cannot fail to be of incalculable advantage to us, as by this interchange of views all can reap the benefit of the mature thoughts of those who have spent years in the service. Our Librarian was present during the discussions of the Conference.

A journal devoted exclusively to Bibliography has been established, with Melvil Dewey as Editor. The first number was issued in September.

Contributions from a number of Librarians appeared in the initial number. These facts show conclusively that Public Libraries are taking the position before the public to which they are entitled.

In the last report of the Bureau of Education, it is stated that there are over two hundred Public Libraries in the United States, with nearly 1,500,000 volumes. Our own State ranking second in the number of volumes.

The general record of the Library, as indicated by the statistics herewith submitted, shows a very creditable increase in accessions and circulation. The whole number of volumes on the shelves at our last report was 10,487.

The accessions during the year were 3,291 volumes: of these, 132 were donations, and the balance, 3,056 volumes, were by purchase, classified as follows:

Prose Fiction, American editions,	686	
Prose Fiction, Foreign editions,	1,422	2,108
Juveniles, American editions,	123	
Juveniles, Foreign editions,	8	131
Poetry and Drama, American editions,	46	
Poetry and Drama, Foreign editions,	40	86
Travels, American editions,	66	
Travels, Foreign editions,	21	87
History, American editions,	119	
History, Foreign editions,	55	174
Biography, American editions,	98	
Biography, Foreign editions,	37	135
Arts and Science, American editions,	108	
Arts and Science, Foreign editions,	25	133
Theology, American editions,	27	
Theology, Foreign editions,	3	30
Miscellany, American editions,	124	
Miscellany, Foreign editions,	48	172
		3,056

Of the above, 2,275 volumes, bound in 1,425 volumes, were imported direct from B. Tauchnitz, Leipsic, thus availing ourselves of the privilege allowed to Public Libraries of importing, free of duty, books intended for the use of such Libraries.

The cost per volume of these books, per bound volume, including publishers' price, freight, &c., was not far from sixty-five cents per volume.

We also imported from Brockhaus, Leipsic, 127 volumes printed in German. This purchase was an experiment, and was intended full as much for the use of those who are studying the German language as for the Germans themselves. We are not prepared to give the result of this experiment. They were placed on the shelves December 2d; 241 volumes have been drawn for home reading.

Of the character of the books purchased, we can say that great care has been exercised by the Committee under whose supervision the selections were made, that nothing of a vicious or debasing tendency should find a place in the Library. While much the largest purchases were of the class known as prose fiction, we have added as freely as our finances would permit in the higher departments of literature and works of standard authority. The reference department has also been increased to a liberal extent. The number of volumes worn out and removed from the shelves during the year has been 245.

In our last report we alluded to the difficulty that we, with other Libraries, experienced in making our purchases, owing to the combination between Publishers and Booksellers, limiting the discount to Libraries to twenty per cent. This question was fully discussed at the Conference in Philadelphia, and it was resolved, "that the rule was unjust, impolitic, and one that no Library was bound to respect." A Committee was appointed to lay the matter before the Booksellers' Association at their next meeting, with a view to have Libraries exempted from the rule. Our purchases have been made through parties outside of the combination, with discounts ranging from thirty to forty per cent.

CIRCULATION.

The Library has been opened for the delivery of books 308 days, eleven hours each day. The number of volumes withdrawn for home reading during that time has been : . . . 89,789

Largest monthly issue was March, ...	9,220
Smallest monthly issue was July, ...	6,348
Largest weekly issue was February 14–19, . . .	2,236
Smallest weekly issue was June 5–10, . . .	1,486
Largest daily issue was Saturday, February 19, - .	631
Smallest daily issue was Thursday, August 24, . .	126
Daily average for the year, ...	292

In appendix D will be found a detailed exhibit, showing the circulation and daily average by months, compared with 1875, in the various departments.

The daily average for 1874 was 212, and for 1875, 263. Comparison as to circulation with other and older Libraries, that would be very favorable to ours, might be made, did we deem it necessary. One instance alone will suffice to draw attention to the large circulation our Library has attained in the third year of its organization.

The Public Library of Detroit, a City of nearly double the population of Toledo in 1872, with a registered membership of 6,789, and 22,000 volumes on its shelves, circulated in round numbers 98,000 volumes. This was the eighth year of its existence Each volume was thus drawn for home reading 4½ times, while each volume in our Library was drawn seven times To keep up this high circulation, new books must be added as soon as issued from the press, and a sufficient number of duplicates of the more popular ones to supply the demands. Up to this time our means have not permitted the placing as many duplicates on the shelves as ought to have been, in order to supply the damand made by book borrowers. This is particularly the case in the departments of History, Travels, and Biography.

The classification of circulation in 1876, compared with the previous year, has been :

	1876.	1875.
Prose fiction,	77.0	74.3
Juveniles,	10.1	12.7
Arts and Science,	1.4	1.6
Poetry and Drama,	1.5	1.3
History,	2.5	2.4
Travels,	2.3	3.1
Biography,	1.8	1.7
Miscellany,	3.4	3.4

The question of the character of circulation was freely discussed at the late Conference. Mr. Poole, in the paper read by him on Popular Objections to Public Libraries, said, "I do not lament or join in the clamor sometimes raised over the statistics of prose fiction circulated at Public Libraries. If our objector mourns over the standard of books which are read by the public, they may be consoled by the fact that as a rule, people read books better than themselves, and hence are benefitted by reading." And Mr. Greenough, President of the Trustees of the Boston Public Library, said "He had watched with great attention and interest the issue of fiction for twenty years from that Library, and was satisfied that the perusal of books of this character increased the general impulse to reading, and that the character of the reading improved;" and this was the testimony of nearly all who expressed an opinion upon the question. The Librarian and her Assistants endeavor to aid the patrons of the Library in the selection of books; by this means the standard of books drawn is raised.

CATALOGUE.

In our last report we stated that the preparation of a Catalogue had commenced, and would be pushed forward as rapidly as possible. At that time it was fully expected the work would have been completed during the year, but it was found the labor was greater than was anticipated. No one who has not had experience can estimate the amount of labor necessary in preparing a work of this kind. Our Librarian has devoted a very large portion of her time in its preparation. The plan proposed was the one generally used by Libraries, using but one alphabet,

and arranging each work under author, title, and subject. The necessary cards have been prepared, and the question now is, can we afford to expend our means for this admitted valuable help to readers, in the plan proposed, or issue a finding list under authors alone? All experience has shown that but comparatively a small amount of this outlay is ever returned by the sale of the Catalogue. The demands upon us for the increase of books makes it a question of the utmost importance.

The subject of a Universal Catalogue was one of the papers read at the Philadelphia Conference, and it was suggested that instead of each Library being at the expense of getting out a Catalogue, that, by co-operation, a Catalogue, or more properly an extended hand-book for readers, might be prepared which would answer for a number of Libraries. The books in all Circulating Libraries of similar size being pretty much the same.

BINDING.

The number of volumes rebound has been 978; of this number 117 volumes were rebound in original covers, and 255 volumes repaired, the whole costing $471.55. This item is $65.80 less than was expended for same purpose the previous year. The number of volumes repaired by the working force of the Library has been over two thousand. A large circulation naturally involves a correspondlingly large binding account. While much of the re-binding is made necessary from the carelessness of the readers, a good deal is attributed to the poor manner in which books are put together, as we find our rebound books lasting much longer than in the original covers.

DONATIONS.

The donations to the Library for the year show an increase over our last report. The number of volumes thus received were 132, and thirty-six pamphlets. A list of donors, with the number of volumes and pamphlets received, will be found in Appendix C.

In response to letters addressed to the Secretaries of States and Territories, asking for copies of their Reports and Statistics, relating to

Agriculture, Education, Geological Surveys, &c., many complied with our requests, furnishing valuable information for those who are seeking information upon these subjects.

Many also promised to send us their future publications of general interest. We are especially indebted to Librarians for their Reports and Catalogues.

MEMBERSHIP.

The number of enrolled members at the commencement of the year was 4,969. Added during the year 1,509; withdrawn their cards 171; leaving 6,307 as registered members. How many of this number are book borrowers we have no means of determining. We are confident that quite a number do not use the Library at all, or only when they desire works upon special subjects.

Our system of security required of those who are allowed to draw books for home reading is exceedingly liberal, merely the guarantee of a person of known residence. In but few instances have we been compelled to call upon the security, either to recover books or collect fines. Out of the ninety thousand volumes circulated the past year, but four volumes are missing, and of these we expect to recover one, and probably two. This exhibit fully justifies the management in their liberality toward members, and speaks well of the inherent honesty of the people.

FINES.

The receipts from fines has been $477.36, a decrease from last year in proportion to the number of enrolled members. The amount received from this source has more than paid the bills for binding. With the limited number of volumes in the Library we could wish that the income from this source might be reduced. There is no reason why it should not be: the time allowed for the retention of a book is ample, as all books, except new publications, are allowed to be retained four weeks.

Four hundred and eighty-three notices have been sent out for the return of books delayed beyond the time allowed by the rules; two hundred notices for fines due and not paid. Five hundred and eighty-five cards have been lost and re-issued during the year.

READING ROOM.

The Reading Room has been opened every day in the year, except legal holidays. There has been on file eight daily papers, nineteen weeklies, seventeen magazines, and six quarterly reviews. The cost of newspapers and periodicals was $212.49.

The changes made in this Room necessitated a curtailment in the number of newspapers. The ones cut off from the list were those that were but seldom consulted, and we do not think the reduction has been any detriment to the interests of any who visit the Room One copy of all the papers and periodicals published in the City, with one exception, has been received from the publishers, without cost. Several donations from other Cities have also been received. By the changes made, a Room away from the noise and confusion incident to the delivery of books and general Reading Room has been secured, which cannot fail to be acceptable to those who frequent the Rcoms. The general attendance has been largely increased over previous years.

FINANCE.

The report of the Secretary, herewith submitted, and marked Appendix A, gives the receipts and expenditures for the year.

By received from all sources, ...	$9,202.07
To disbursements, ...	9,295.92
'Leaving a debtor balance of	$93.85

The report gives in detail the various amounts received, and from what source, and for what accounts the disbursements were made.

At the commencement of the year we stated that. with all bills against the Library, there was an apparent indebtedness of $2,375. We have been unable to reduce this amount to any extent during the year.

In our last report we estimated the current expenses for the year, not including anything for books, at $5,850. The actual expenses have been $5,575. The difference is accounted for in the curtailment of the Reading Room by reducing the number of papers on file. The expenses in this department were $140 less than estimated, and the binding account was considerably reduced.

The financial question is of the utmost importance to the management of the Library. The plan upon which it was started was to furnish reading matter to all that wished to enjoy its privileges. Up to this time 6,300 persons have signified this desire, and the number will undoubtedly continue to be increased fully as much in the future as it has in the past. The necessary cost of maintaining an institution, without expending anything for books, is considerable, as has been shown above.

The Library has been managed with the strictest regard to economy. Every bill contracted has had the supervision of the appropriate Committee, and before it can be paid, requires a majority vote of all the members of the Board of Trustees. Yet with all our economy, the amount, even with the full levy of one-half mill provided by law, is entirely inadequate to supply the demand made upon us by readers for books. To fail now would endanger the future progress of the Library. The people evidently desire the maintenance of the Library, and its valuable adjunct, the Reading Room. We can but feel that when the subject is placed before you, and its actual condition known, you will not, from any act of yours, allow its usefulness to be impaired for a lack of funds necessary to its successful maintenance.

We estimate the current expenses, without allowing anything for books, or the reduction of our present indebtedness, at $5,600.

PERSONAL.

The number of persons on the pay roll of the Library is seven, viz : a Librarian and three Assistants, one Night and Sunday Attendant, a Secretary, and a Janitor. The amount paid for this service was $2,497.94. The labor performed by the Librarian is very arduous, and did our means permit, the force should be increased. We cannot but commend the efficiency with which they have performed the duties imposed upon them. They have cheerfully borne the increased labor that an increase of circulation and accession naturally imposes. While it has not been possible, with the present force, during the busiest hours of the day, to supply applicants for books without some delay, we know they have been as promptly and attentively waited upon as could be expected.

R. A. WASON, *President.*

APPENDIX A.

Report of the Secretary of the Toledo Public Library.

RECEIPTS.

Cash on hand, December 31st, 1875,	$126 77	
Treas. of Toledo, Dec. Tax Levy,	4,019 82	
Treas. of Toledo, June Tax Levy,	4,566 26	
Fines,	485 82	
Sale of Old Papers,	3 40	
Over Draft,	93 85	
		$9,295 92

EXPENDITURES.

Expenses,	78 46	
Rent,	1,250 00	
Furniture and Fixtures,	210 99	
Advertising and Printing,	6 50	
Freight,	86 27	
Salaries,	2,497 94	
Fuel and Light,	379 04	
Books,	3,720 39	
Insurance,	141 50	
Binding,	530 60	
Reading Room,	212 49	
Stationery,	53 74	
Pockets for Books,	120 00	
Postage,	8 00	
		$9,295 92

APPENDIX B.

Trustees, Organization, and Committees.

Four Years — Chas. A. King, Emory D. Potter, Jr.
Three Years — Fred. B. Shoemaker, Calvin Cole,
Two Years — Henry S. Stebbins, Robert A. Wason,
One Year — Elijah H. Norton, Wm. H. Scott.

Mayor — Guido Marx.

President — Robert A. Wason.
Vice-Pres't — Wm. H. Scott.
Secretary — Wm. H. Saltonstall.
Librarian — Miss Lucy Stevens.

STANDING COMMITTEES.

Library—Messrs. Scott, Stebbins, and Wason.
Reading Room—Messrs. Shoemaker, Cone, and Stebbins.
Rules and Regulations—Messrs. Cone, Marx, and Potter.
Finance—Messrs. Norton, King, and Scott.
Building and Grounds.—Messrs. King, Marx, and Potter.

EXHIBIT C.

Donations from State and Municipal Authorities.

Illinois.—General Assembly Reports, 1873, five volumes; General Assembly Reports, 1875, two volumes; Journal of House of Representatives, 1873–4–5, three volumes; Journal of Senate, 1873–4–5, three volumes; Laws of the State, 1873–4–5, two volumes; Report of Superintendent of Public Instruction, 1873–4, one volume; Report of Industrial University, 1871–74, three volumes; Agricultural Reports, 1871–74, four volumes; Report of State Commissioners of Public Charities, 1874, one volume; Report of Railroad and Warehouse Commission, 1873–4–5, three volumes—from Secretary of State. Constitution of the State; Report of West Chicago Park Commissioners, Chicago, 1871.

Iowa.—Code of the State, one volume; Laws of the State, one volume; Acts and Resolutions of the Sixteenth General Assembly, one volume; Private Local and Temporary Acts of Fifteenth General Assembly, one volume; Census of State, one volume—from Secretary of State.

Massachusetts.—Acts and Resolves of General Court, 1876, one volume; Report of State Board of Health, 1876, one volume; Agricultural Reports, 1875, one volume; Report of Board of Railroad Commissioners, 1876, one volume; Report of Board of State Charities, 1876, one volume; Registration Report, 1874, one volume; Report of Board of Education, 1876, one volume; Report of the Bureau of Statistics of Labor, 1876, one volume (paper); Report of the Auditor of Accounts, one volume (paper). Abstracts of the Certificates of Corpotions, 1875; Constitution of the Commonwealth, 1873; Report of the State Lunatic Hospital, Northampton, 1875; Report of State Lunatic Hospital, Taunton, 1876; Report of State Lunatic Hospital, Worcester, 1875; Report of State Reform School, 1875; Report of State Almshouse, 1875; Report of State Industrial School for Girls, 1876; Report of State Workhouse, at Bridgewater, 1875; Report of School for Idiotic and Feeble-minded Youth, 1875; Report of Perkins' Institution and Massachusetts Asylum for the Blind, 1875; Report of Attorney General,

1876; Aggregates of Polls, Property, Taxes, &c., 1875; Report of the Treasurer and Receiver General, 1875; Report of State Primary School, at Monson, 1876.

Mississippi.—Revised Code of the Statute Laws, 1871, one volume; Report on Geology and Agriculture, 1857–60, two volumes.

Missouri.—Senate Journal, 1875, one volume; House of Representatives Journal, 1875, one volume; Appendix to Senate and House Journal, 1875, one volume; Laws of 1875, one volume; General Statutes of 1866, one volume; Entomology, by C V. Riley, 1874, two volumes; Agricultural Reports, 1874, one volume.

Nevada.—Report of the Controller, 1875, one volume; Report of the State Mineralogist, 1873–4, one volume. Report of State Land Register and Surveyor General, 1873–4; Report of State Treasurer.

New York.—Journal of the American Geographical Society. 1873, one volume; Report of Topographical Survey of the Adriondack Wilderness, 1873, one volume; Adjutant General Reports, 1869, three volumes; Report of the American Institute, 1871–2, one volume; Report of the Superintendent of Public Instruction, 1875, one volume; Reports of State Agricultural Society, 1871, one volume; State Engineer's Report, 1872–74, three volumes; Insurance Reports (condensed edition), 1830–63, two volumes; Insurance Reports, 1874–75, two volumes; Reports of Homoepathic Medical Society, three volumes; Report of Medical Society, one volume; Report of Eclectic Medical Society, two volumes. Steam on the Canals, Report of Commission, 1871.

Ohio.—State Business Directory, 1853–4. Report of Board of Public Works, Toledo, 1875; Mayor's Message, Toledo, 1876; Evidence and Arguments, City Bank vs. Stephan, Toledo, 1876; Report of Board of Directors of Toledo, Tiffin, and Eastern Railroad, Toledo, 1875; Report of Reform Schools, 1876; Report of Columbus Insane Hospital, 1876; Report of Board of State Charities, 1876, Report of House of Refuge and Correction, Toledo, 1876, Report of Woodville Railroad, Toledo, 1876: Report of Athens Hospital for the Insane, 1876; Report of Ohio Agricultural and Mechanical College, 1876.

Pennsylvania.—Archives, 1874-5, two volumes—from Governor Hartranft. Report of Secretary of Internal Affairs, 1874-75, 1 volume; Report of Insurance Commissioner, 1876, two volumes: Report of Bureau of Statistics. 1873-4, one volume; Laws of the General Assembly, 1876, one volume.

South Carolina.—Statutes of 1868-71, one volume; Reports of the General Assembly, 1868-76, eight volumes; Acts and Joint Resolutions of General Assembly, four volumes; Governor's Message, 1869, one volume

United States.—Report on Commerce and Navigation, 1875, one volume; Wheeler's Geological Explorations, three volumes; Messages and Documents, three volumes—from F. H. Hurd. Congressional Directory, Forty-fourth Congress, Washington, 1876

Statistics of Minnesota, 1860-61-71-72-73-74-75

Home and Foreign Trade of Canada and Report of Commerce of Montreal, 1875.

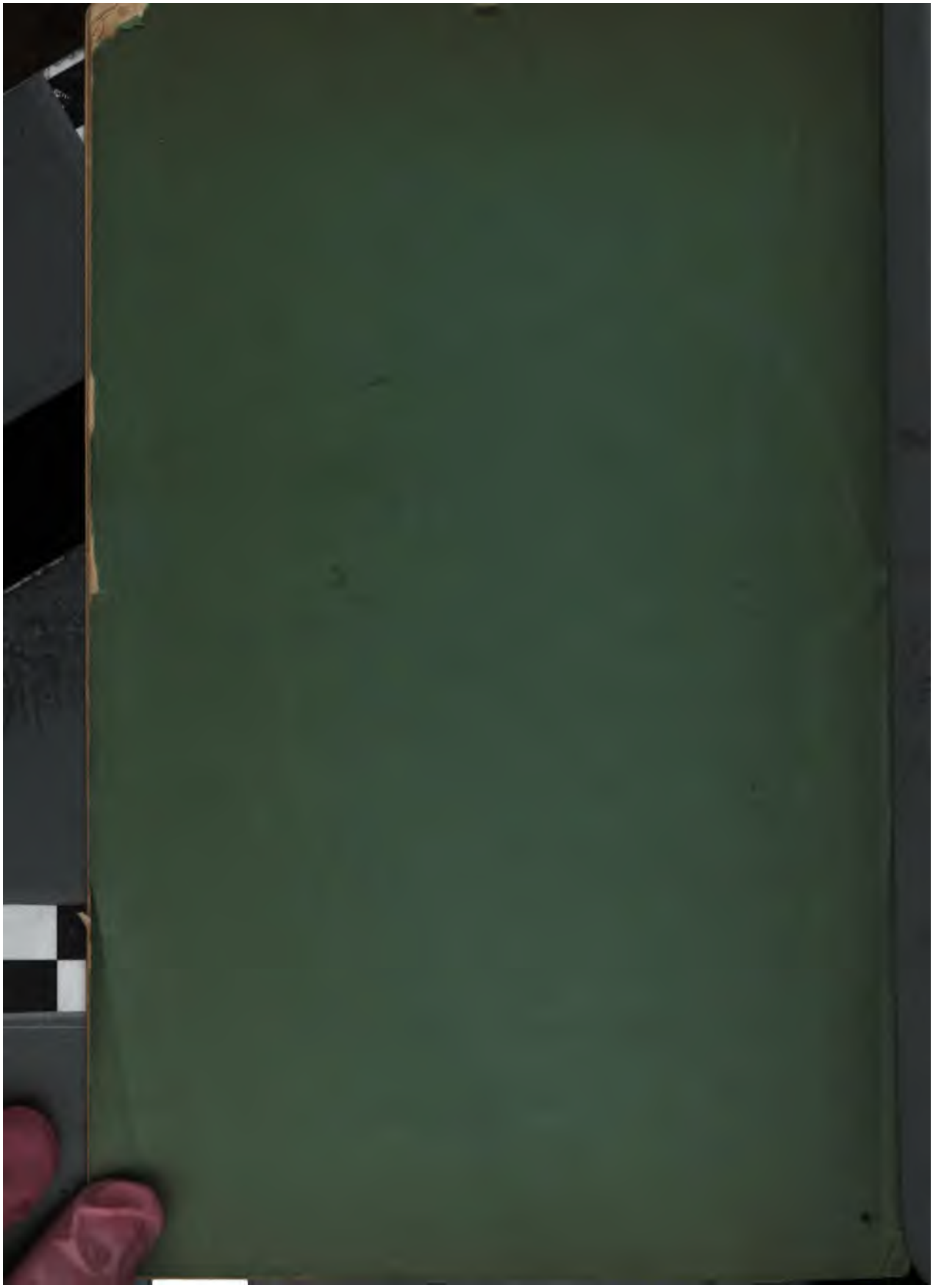
Private Donations.—Stadte und Cullurbilder aus Nord Amerika; Die Prussische Expedition—from F. A. Brockhaus. Public Libraries of the United States—from John Eaton. Illustrated Cincinnati—from Thos. Hamilton. Report of Superintendent of Public Instruction, 1875—from Wm. Kline. The Great West—from James Lyman. Catalogue of the Brazilian Exhibit, at Exhibition in Philadelphia; Topographica, &c., of Santa Catharina—from Guido Marx. Life of Josiah Quincy—from E. S. Quincy, editor. Gabriel Conroy—from James Robison. Hay Fever—from D. A. Stevens. Collections of the Vermont Historical Society, two volumes; Records of the Council of Safety and Governor and Council of State of Vermont, four volumes—from Vermont State Library. Capture of Ticonderoga—from Vermont Historical Society. Marcy, R. B, and others Explorations of Red River of Louisiana; Report of National Board of Trade, 1869; Stansbury, H., Exploration and Survey of Great Salt Lake; Debates on California State Constitution; Reports of City Departments of Cincinnati; National Almanac, 1863; Raymond's Mines and Mining West of Rocky Mountains; Hayden's Geological Survey, 1867-69—from T. H. Walbridge.

APPENDIX D. Circulation and Fines.

Months.	Year.	Days Open.	Prose Fiction.	Percentage.	Juveniles.	Percentage.	Arts & Sciences.	Percentage.	Poetry & Drama	Percentage.	History.	Percentage.	Travels.	Percentage.	Biography.	Percentage.	Miscellany.	Percentage.	Circulation for Month.	Daily Average.	Largest Day of the Month.	Smallest Day of the Month.	Largest Week.	Smallest Week.	Fines Collected.	
Jan ...	1875	25	5246	71.3	1053	14.3	140	1.9	81	1.1	233	3.2	234	3.2	95	1.3	274	3.7	7356	294	Sat, 30, 510	Thu. 7, 121				$43 27
	1876	25	6109	74.0	929	11.1	120	1.5	137	1.7	274	3.3	209	2.5	163	2.0	326	3.9	8257	330	" 29, 537	Thu. 27, 186	3.8 2061	10,15 1851		39 02
Feb ...	1875	24	5144	69.9	1096	14.9	145	2.0	106	1.4	208	2.8	268	3.7	146	2.0	244	3.3	7357	306	" 13, 508	Wed. 3, 142				35 00
	1876	25	6418	73.6	1027	11.8	165	1.9	165	1.9	291	3.3	190	2.2	167	2.0	299	3.3	8722	349	" 19, 631	Wed. 9, 147	14.19 2236	31,5 2065		32 98
Mar...	1875	26	5710	69.6	1261	15.4	132	1.6	132	1 6	227	2.8	290	3.5	171	2 0	284	3.5	8207	316	" 13, 542	Wed 3, 59				43 24
	1876	27	6800	73.8	1025	11.1	128	1.4	149	1.6	308	3 3	234	2.5	191	2.1	385	4.2	9220	341	" 18, 619	Mon.20, 180	13,18 2144	6,11 1961		36 56
April.	1875	26	5106	71.8	1002	14.1	109	1.5	94	1.3	167	2.4	289	4.1	136	1 9	201	2.8	7104	273	" 24, 501	Thu 29, 109				44 87
	1876	25	6072	74.9	906	11.2	121	1.5	106	1.3	244	3.0	177	2.2	153	1.9	330	4.0	8109	324	" 1, 572	Wed 27, 144	3,8 2097	24,29 1738		45 80
May ..	1875	25	4657	74.1	740	11.8	68	1.1	84	1.3	173	2.7	233	3.7	92	1.5	236	3.8	6283	251	" 15, 492	Wed. 5, 122				47 62
	1876	26	5290	76 3	736	10.6	80	1.2	98	1.4	167	2 4	161	2.3	124	1 8	277	4.0	6933	267	" 6, 475	Wed. 17, 118	1,6 1686	22,27 1543		41 91
June..	1875	26	4502	76.6	678	11.5	62	1.1	47	.8	144	2.3	197	3.3	95	1.5	162	2.8	5877	226	" 19, 381	Thu. 24, 80				45 77
	1876	26	4964	77.9	735	11.5	60	1.0	76	1.2	137	2.1	123	1.9	95	1.5	182	2.9	6371	245	" 3, 484	Wed. 7, 143	5,10 1486	26,1 1428		43 83
July ..	1875	14	2402	81.5	248	8.4	38	1.3	30	1.0	41	1.4	68	2.3	43	1.5	77	2.6	2947	211	" 24, 512	Thu. 9, 36				24 75
	1876	25	5183	81 7	517	8.1	78	1.2	69	1.1	102	1.6	127	2.0	83	1.3	189	3.0	6348	254	" 15, 447	Thu. 27, 146	10,15 1521	3,8 1280		38 99
Aug...	1875	26	4513	79.4	574	10.1	69	1.2	46	.8	109	1.9	131	2.3	78	1.4	163	2.9	5683	219	" 14, 471	Tue. 1, 62				22 18
	1876	27	5232	81.3	560	8.7	98	1.5	81	1.3	79	1.2	133	2.1	86	1.3	169	2.6	6438	238	" 26, 506	Thu. 24, 126	7,12 1538	31,5 1427		37 24
Sept ..	1875	26	4372	77 5	578	10.2	80	1.4	80	1.4	100	1.8	153	2.7	91	1 6	188	3 4	5642	217	" 4, 463	Thu. 9, 123				36 35
	1876	26	5430	81.3	568	8.5	96	1.4	80	1.2	114	1.7	166	2.5	82	1.2	143	2.2	6679	257	" 2, 548	Mon.25, 139	11,16 1656	4,9 1338		40 09
Oct ...	1875	26	4864	75.3	762	11 8	98	1.5	98	1.5	123	1.9	155	2.4	96	1.5	264	4.1	6460	245	" 2, 483	Tue, 5, 112				38 82
	1876	26	5478	78.3	708	10 1	100	1.4	110	1.6	138	2.0	130	1.9	139	2.0	196	2 8	6999	269	" 7, 527	Mon.23, 153	23,28 1666	9,14 1532		43 28
Nov...	1875	25	5042	70.7	1001	14.0	151	2.1	101	1.4	194	2.7	216	3.1	145	2.0	283	4 0	7133	285	" 27, 543	Wed. 3, 148				35 48
	1876	25	5056	77.3	657	8.5	127	1.6	158	2.1	219	2.8	196	2.6	152	2.0	238	3.1	7703	308	" 11, 580	Thu. 2, 129	20.25 1922	13,18 1765		33 98
Dec ...	1875	25	5482	74.2	867	11.7	129	1.8	72	1.0	208	2 8	193	2.6	161	2.2	279	3 7	7391	284	" 6, 468	Wed. 15, 159				49 16
	1876	25	6223	77.7	683	8.5	123	1.5	118	1.5	204	2.5	223	2.8	151	1.9	285	3.6	8010	320	" 30, 627	Thu. 14, 131	11,16 1836	4,9 1703		43 68
Totals	1875	296	57040	74.3	9860	12.3	1221	1.6	971	1.2	1917	2.4	2427	3.1	1349	1.7	2655	3.4	77440	263	Ave'g 387	Ave'g 106				$466 51
Totals	1876	308	69154	77.0	9042	10.1	1296	1.4	1347	1.5	2276	2.5	2069	2.3	1586	1.8	3019	3.4	89789	292	Ave'g 546	Ave'g 145	Ave'g 1821	Ave'g 1636		$477 36

APPENDIX E. Registration.

Months.	*No. of Persons Registered.*		*Number of Certificates withdrawn.*		*Actual Increase.*		*Present No. of Enrolled Members*	
	1875	*1876*	*1875*	*1876*	*1875*	*1876*	*1875*	*1876*
January 1							3,556	4,969
January 31	250	227	14	12	236	215	3,802	5,184
February 28	186	183	13	15	173	168	3,975	5,352
March 31	167	172	11	23	156	149	4,131	5,501
April 30	111	126	25	19	86	107	4,217	5,608
May 31	83	76	20	13	63	63	4,280	5,671
June 30	84	64	10	11	74	53	4,354	5,724
July 31	48	65	9	7	39	58	4,393	5,782
August 31	105	96	12	26	93	70	4,486	5,852
September 30	91	94	20	16	71	78	4,557	5,930
October 31	136	86	11	11	125	78	4,682	6,008
November.....30	158	163	18	18	140	154	4,822	6,162
December 31	170	157	13	13	157	145	4,979	6,307



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CITY OF TOLEDO.

ANNUAL REPORT

—OF THE—

PUBLIC LIBRARY.

FOR THE YEAR ENDING DECEMBER 31ST,

1879.

SIXTH ANNUAL REPORT

——OF THE——

TRUSTEES OF THE PUBLIC LIBRARY

——OF THE——

CITY OF TOLEDO, O.

FOR THE YEAR ENDING DECEMBER 31st, 1879.

TOLEDO, O.:
B. F. WADE & CO., PRINTERS, BINDERS AND STATIONERS.
1880.

Enoch
Toledo Public Library
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TRUSTEES' REPORT.

PUBLIC LIBRARY OF TOLEDO,
December 31st, 1879.

To the Honorable Common Council:

GENTLEMEN:—We beg herewith to submit to your Honorable Body the sixth annual report of the Trustees of the Public Library of Toledo, as provided in the statute under which the Library was organized, showing the condition and transactions of the Library for the year ending December 31st, 1879.

The interest so clearly manifested by the citizens from the day the Library was opened, continues unabated, and the great need of a larger tax levy for Library purposes is apparent in every department. An investigation by your Honorable Body would convince the most skeptical that the Library holds a most important position as an educational agent, and with the exception of the Public Schools, no institution of the City is more intimately connected with the citizens at large. Its cards of membership may be found in almost every household, its patrons, among all classes of our citizens, demands increased facilities; the demand is a reasonable one, and should receive your earnest consideration.

Our last report showed 14.539 volumes belonging to the Library. Accessions during the year: by donation, 182 volumes, and 165 pam-

phlets; by purchase, 706 volumes, costing $527.78 The following exhibits the increase and present condition of the Library:

		Added in 1879.	
Travels,	837	64	901
Biography,	1,096	53	1,149
History,	1,153	42	1,195
Bound Periodicals,	764	83	847
Language,	52		52
Literature,	895	27	922
Prose Fiction,	5,146	191	5,337
Juveniles,	372	24	396
Poetry and Drama,	523	2	525
Theology,	460	1	461
Philosophy,	161	6	167
Sociology,	420	11	431
Useful Arts,	456	33	489
Fine Arts,	183	23	206
Natural Science,	526	14	540
Public Documents,	1,441	98	1,530
Directories,	54	8	62
	14,539	680	15,219

There has been twenty volumes of Prose Fiction worn out and removed from the shelves, but three volumes were of value enough to replace; ten volumes have been lost, eight volumes were Novels, one volume History, and one volume of Harper's Magazine; eight volumes of the above are charged, but thus far all effort to have them returned have proved unavailing. There are now 15,189 bound volumes belonging to the Library. Of the 706 volumes purchased during the year 208 were of the Half Hour, Franklin Square, and Seaside editions of Prose Fiction, costing from eight to twenty cents per work; these are not enumerated in the above list, as they are not placed in the accession catalog. They were tried as an experiment; while the size is somewhat against them for circulation, we believe the experiment was a success. Some of the best works in prose fiction are published in this form. A large portion of this class of literature is ephemeral in its character; while new and pop-

ular are in great demand, they soon lose their freshness and are seldom called for; being in an inexpensive form we are enabled to provide a larger number of the more popular, and thus supply a demand that our limited means would otherwise prevent.

We have also circulated the monthly numbers of the most popular magazines. Some of the most valuable contributions to literature have been given to the public, first, through the medium of the magazines; this experiment has proved a decided success.

It is often the case that complaint is made that too many volumes of fiction have been purchased, at the expense of what is generally considered the higher classes of li erature, experience has shown that the average circulation of prose-fiction in all libraries of general circulation is nearly seventy-five per cent. We have expended only about thirty-five per cent. for this class—everybody reads novels—a library supported by a public tax, and for the public benefit, must provide such books for circulation as its Visitors demand. The greatest difficulty managers of Public Libraries have, is providing reading for the young Authors who have given their talents to this branch, too often sacrifice the instructive for mere entertainment We have endeavored to procure the best books of this class, and the Librarians use their efforts in placing before them the better class of books suitable for young minds Their efforts, supplemented by their parents and teachers, would have a more beneficial effect.

The Catalog, long in preparation, but delayed for lack of funds to print, was given to the printers in July. From various causes, some beyond their control, it still remains in their hands; there is no reason to doubt that it will be ready for use early in January; it cannot fail to be of increased benefit to the circulation.

It is gotten up in an inexpensive form, and will be furnished to readers at a nominal price, merely enough to insure a proper care. Experience has shown, that while a Catalog is a necessity, and demanded by the patrons of a Library, they are never remunerative. The contract for printing was $330. We could hardly spare the expense necessary for its publication that otherwise would have been expended

for books. We are confident its use will enhance the value of the Library to the public, by opening to them its unknown worth in the higher departments of literature.

The Library has been open for the delivery of books 306 days, ten hours each day, viz.: from 10 o'clock A. M. until 8 P. M. The number of volumes withdrawn for home reading has been 80,160.

Largest monthly issue was	March,		8,675
Smallest " "	" June,		5,362
Largest weekly "	" February 3-8,		2,093
Smallest " "	" July 7-12,		1,354
Largest day "	" February 15,		599
Smallest " "	" May 14,		173
Daily average,			262

Appendix D. will be found a detalled exhibit of the circulation in the several departments compared by months with 1878.

Classification of Circulation, Compared with Previous Years.

CLASS.	1874.	1875.	1876.	1877.	1878.	1879.
Prose-Fiction	68.4	74.3	7.7	78.3	79.	79.7
Juveniles	18.7	12.2	10.1	8.1	7.3	5.7
Arts and Science	1.1	1.6	1.4	1.8	1.8	1.8
Poetry and Drama	1.2	1.3	1.5	1.4	1.3	1.5
History	2.7	2.4	2.5	2.7	2.9	3.2
Travel	2.9	3.1	2.3	2.8	2.6	2.7
Biography	1.3	1.7	1.8	1.7	1.8	2.
Miscellany	3.7	3.4	3.4	3.2	3.3	3.4

The decrease in circulation is due, in part, of the fact that during the year 1878 no additions were made to the Library; as a natural consequence many who had been constant visitors, were drawn elsewhere to obtain the current literature of the day, not only in Prose-fiction, but in History, Travels, Biography; in fact, in all departments of literature the demand is for something new; it may be that older works on a given subject are more reliable, better written, and, in every respect more desirble for the general reader—they are left on the shelves while the new-ones are taken.

The number of volumes re-bound was 568, at an expense of $267.10; 458 volumes were repaired at the binder, costing $26.70; 4069 volumes were repaired by the working force of the Library; 437 Emerson's binders have been used for books purchased in paper covers and magazines circulated. The entire cost of binding and repairing was $384.84, as against $211.38 expended for same purpose last year. Our contract for binding has been eminently satisfactory, the work has been done in a strong, workman-like manner, lasting much longer than the original binding

The donations to the Library have been large, 182 volumes and 211 pamphlets have thus been added to the Library. In Appendix C will be found a complete list of the donors with the number of volumes and pamphlets donated. Probably the most valuable gift to the citizens of Toledo was the one presented by A. W. Fairbanks of Cleveland, eleven bound volumes of the *Toledo Blade* for the years 1837 to 1849, who, in a letter to the Hon. Chas. A. King, accompanying the gift said: "It seems almost a sacrilege in thus parting with the best part of his life," "when I am gone, no one can appreciate them as I do, and I prefer to have them where they will do the most good, and as Toledo will live longer than I shall, I am doing the wisest thing." The Public Library now possesses a full set of the "*Blade*" with the exception of the years 1836, 1850 and '51.

The number of enrolled members at our last report was 8,324; added during the year, 891; withdrawn their cards of membership, 151; net increase during the year, 740. Whole number of registered cards, entitled to the use of the Library, is 9,064. The enrollment has not been renewed since its organization in 1873; probably not more than two-thirds of the above are now using the Library. After January 1st the Librarian has been instructed to issue new certificates.

The receipts from fines have been $405 33 as against $370 39 the previous year. It is evident from this large item of receipts that penalties for violating the rules are a necessity.

There are at this time 291 cards held on which fines have accrued amounting to $109 00 There has been 466 notices sent through the

post office to delinquents; 277 of these were for the return of books retained beyond the allotted time, 130 for fines imposed and not paid, and 59 to securities.

The Reading Room was opened every secular day from 10 A. M. until 9 P. M.

The amount expended for supplying the rooms with magazines and newspapers was $157.92. The number of visitors has been very large, at times taxed to its utmost capacity. The number of periodicals could increase with profit, and should be as soon as the finances of the Library will permit.

The report of the Secretary herewith submitted and marked Appendix A, gives the receipts and expenditures for the year, as shown upon the books of the Library:

Receipts from all sources, ...	$5,108 58
Disbursements, ...	4,199 62
Credit balance, ...	$908 96

The report gives in detail the receipts and from what source and for what account the disbursements were made. Six hundred and twenty-two $\frac{96}{100}$ dollars of the above expenditures were for expenses incurred during 1878, leaving $3.576.76 chargeable to present year, to which amount must be added the sum of $480.21 for bills contracted but not audited, making the actual expenses for the year $4,056 97. After deducting the amount paid for books ($540) it leaves the current necessary expenses of the Library for the year at $3.516.97.

It will thus be seen that after paying all bills against the Library, including the bill for printing Catalog, not yet presented, there will be less than one hundred dollars in the hands of the Treasurer to the credit of the Library Fund.

It is a matter of congratulation, on the part of the Trustees, that thus far we have been able to keep the Library open without incurring any debt. It has been accomplished only by the most rigid economy in every branch of the expenditures. The current expenses cannot be

reduced below what they were for the present year, but will probably be increased. The insurance all expires this year; this alone will necessitate an expenditure of near $200, an item not in this year's expenses, as the insurance is taken for three years.

The probable receipts from the tax levy for the year, at 2-10 mill, will not exceed $3,000, to meet current expenses, estimated at $3,700, leaving a deficiency of $700, to be reduced by the amount of fines received. There is no Library in the United States that has been managed as economically as has ours.

In the report of the Librarian of the Public Library of St. Louis for 1878, he gives a table of the average issue of each volume contained in seventeen of the most prominent Libraries, the average time that each book in these Libraries circulated was 2.73. Toledo was second in the list, each volume circulating 7.30, or over 220 per cent. above the general average. He also gives the cost of issue per volume, and finds, basing the calculation on salary expense alone, to have been 6.2 cents. The same calculation would give the cost for Toledo for 1879 at 2.37 cents per volume.

The financial condition of the city has been the excuse why the tax levy for Library purposes was reduced to 2-10 mill: with returning prosperity the ½ mill levy authorized by the statute under which the Library was organized should be restored; with such a levy it would enable the Trustees to meet the current expenses, and to make such addition to the Library as its importance as an educational agent deserves. Its growth thus far has been lamentably slow; it has not received that enlightened and liberal fostering care that there was every reason to expect from the City Council.

The rooms are centrally located, light, and well ventilated. The owner of the building, Mr. C A King, with the generous impulse for which he is noted, has reduced the rent three times in as many years. In 1876 we paid $1,250, the next year it was reduced to $1,175, then to $925; and this year, without a small room, formerly used as a work-room, and for the meetings of the Trustees, the rent was only 687\frac{50}{100}$, a remarkably small rent, when the size and location of the rooms are considered.

The working force of the Library remains as at last report, viz. ; A Librarian, three assistants, a Secretary and Janitor, the pay-roll amounting to $1,900.

There are no employes of the City so poorly paid as are those employed in the Library, eight to ten hours a day they are compelled to be at their post, performing the most trying and arduous duties. Cleveland, circulating 108,000 volumes, employes ten assistants in the Library, with a pay roll of $5,752.33 ; Milwaukee, with a circulation of 91,000 volumes, pay $3,284 for the service. In fact no Library from which we have any report has as small a salary account. The librarians have had from two to six years experience, and are, by their faithfulness and zeal in the performance of their duties, entitled to an increased compensation.

We have thus placed before your Honorable Body the condition and want of the Library, and trust it will receive your earnest consideration.

ROBERT A. WASON,
President Board of Trustees.

APPENDIX A.

Secretary's Report Toledo Public Library, December 31, 1879.

RECEIPTS.

By cash on hand January 1, 1879,		$1,620 84
" December collection,		1,454 07
" June "		1,578 50
" sale of Stove,		12 00
" Book lost,		1 25
" Fines,		441 92
Total,		$5,108 58

DISBURSEMENTS.

To Incidental expenses,	$	117 74
" Rent,		675 00
" Furniture and fixtures,		60
" Advertising and printing,		1 50
" Freight,		7 61
" Salaries,		2,052 00
" Fuel and light,		279 04
" Books,		530 25
" Binding,		337 80
" Reading room,		151 71
" Stationery,		37 75
" Postage,		8 62
" Balance on hand,		908 96
Total,		$5.108 58
January 1, 1880, balance to credit Library Fund,	$	908 96

W. H. SALTONSTALL, *Secretary.*

APPENDIX B.

Trustees, Organization, and Committees.

Four Years—F. B. Shoemaker and Wm. T. Rowsey.

Three Years—H. S. Stebbins and Robert A. Wason.

Two Years—E. H. Norton and William H. Scott.

One Year —Charles A. King and E. D. Potter, Jr.

Mayor—Jacob Romeis.

President —Robert A Wason.
Vice-President—William H. Scott.
Secretary —William H. Saltonstall.
Librarian —Miss Lucy Stevens.

Standing Committees.

Library—Messrs. Scott, Rowsey and Stebbins.
Reading Room—Messrs. Norton, Shoemaker and Potter.
Finance—Messrs. Shoemaker, Norton and Wason.
Buildings and Ground—Messrs. Rowsey, Romeis and King
Membership—Messrs. King, Scott and Wason.
Rules and Regulations—Messrs. Potter, Rowsey and Romeis.

APPENDIX C.

Donations for the Year 1879.

	Volumes.	*Pamphlets.*
Appleton, D. & Co., N. Y.,	10	
Baker, Wm.,	5	
Brown, Geo. B.,	1	
Bradlee, Rev. C. D , Boston,		15
Calvert, Miss Rose,		1
Carpenter, Prof. J H., Madison,		2
Coe, Miss Mary,	16	
Cox, Hon. J. D., Cincinnati,	27	11
Eddy, Chas. H.,		6
Edgerton, Hon. A. P., Fort Wayne,		2
Fairbanks, Hon. A. W. Fairbanks, Cleveland,	11	
Foley, Mrs.,		1
Friend, Free Library, Germantown,		1
Garfield, Hon James A.,		1
Harlowe, Hon Geo. M., Sec. State Illinois,	7	21
Holloway, Mrs.,		3
Hurd, Hon. Frank H.,	37	
Hutton, Mr.,	1	

	Volumes.	*Pamphlets.*
Jermain, Mrs. F. D.,	1	
Kline, Mrs. Wm.,	4	
Knowles, C. P, Fon du Lac,		1
Lenderson, E. W.,		1
Massachusetts State Library,		1
Mercantile Library, New York,		1
" " Philadelphia,		1
" " San Francisco,		1
Platt, Major E. S., Denver,	1	
Porter, Robert P., Chicago,		1
Potter, Miss Claire,	1	
Pope Manufacturing Co.,	1	
Public Library, Boston,		4
" " Brooklyn,		1
" " Chicago,		1
" " Cincinnati,	4	12
" " Cleveland,		1
" " Detroit,		1
" " Milwaukee,		1
" " Providence.		1
" " Taunton,		1
Randolph, Chas., Chicago,		1
Robinson's Epitome of Literature, 1879,		
Scott, Chas. I.,	7	
" Frank J.,	13	
Smith, D. B.,		1
Southern, H. & Co, London,		1
Stevens, Benj. A.,		1
" D. A., Journal Humane Society for 1879,		
Sturgeon, Dr. D. B.,	9	21
Thornson, Peter G., Cincinnati,		1
Thorn, Dr. S. S., Toledo Surgical and Med. Journal for 1878 and 1879,		24
United States Interior Department,	25	13
" " Official Gazette,		52
Unknown,		3
Vincent, Edward,	1	
	182	211

APPENDIX D.—

MONTH.	Year.	Days open.	Fiction.	Percentage.	Juveniles.	Percentage.	Arts and Science.	Percentage.	Poetry and Drama.	Percentage.	History.	Percentage.	Travels.	Percentage.	Biography.
January.....	1878	26	7145	74.9	710	7.5	205	2.1	128	1.4	369	3.9	344	3.6	218
	1879	26	6169	76.1	574	7.1	145	1.8	134	1.6	346	4.2	263	3.2	196
February ...	1878	24	7335	77.	797	8.3	157	1.7	111	1.2	325	3.4	292	3.1	165
	1879	24	6113	76.	524	6.5	183	2.3	148	1.8	301	3.7	265	3.3	215
March.....	1878	26	7897	79.7	712	7.2	123	1.2	126	1.3	323	3.3	229	2.3	153
	1879	26	6748	77.8	555	6.4	204	2 3	137	1.6	304	3.5	242	2.8	206
April	1878	26	6886	81.2	538	6.3	76	1.	99	1.2	216	2.5	210	2.5	123
	1879	26	5650	78.4	467	6.5	127	1.8	88	1.2	283	3.9	177	2.5	192
May	1878	27	6394	81.6	558	7 1	84	1.1	95	1.2	197	2.5	135	1.7	108
	1879	26	5142	80.7	353	5.5	126	2.	85	1.3	217	3.4	150	2.4	125
June	1878	24	4755	83.7	318	5.6	75	1.3	74	1.3	115	2.	93	1.6	79
	1879	25	4461	83.2	229	4.3	79	1.5	82	1.5	150	2.8	123	2.3	88
July.....	*'78														
	1879	26	4573	82.	343	6.1	82	1.5	65	1.2	108	1.9	127	2.3	79
August	1878	20	3564	80.8	324	7.3	90	2.	52	1.2	88	2	112	2.6	66
	1879	26	4814	84.3	250	4.4	103	1.8	45	.8	116	2.	136	2.4	67
September ..	1878	25	4681	82.7	344	6.1	109	2.	69	1.2	104	1.8	135	2.3	95
	†'79	24	4489	82.9	251	4.6	109	2.	76	1.4	118	2.2	121	2.2	56
October	1878	27	5338	78.9	521	7 7	146	2.2	91	1.3	232	3.4	166	2.5	96
	1879	27	5042	82.	262	4.3	89	1.4	127	2.1	164	2.7	113	1.8	103
November ..	1878	25	5438	74.	633	8.6	194	2.6	122	1.7	259	3.5	249	3.4	183
	1879	24	5105	78.8	352	5.4	109	1.7	110	1.7	226	3.5	196	3.	129
December ..	1878	25	5200	75.	571	8.2	162	2.3	125	1.8	218	3.2	244	3.5	170
	1879	26	5553	78.5	382	5.4	116	1.6	102	1.4	239	3.4	223	3.2	157
Totals	1878	275	64633	79.	6026	7.3	1421	1.8	1092	1.3	2446	2.9	2209	2.6	1416
	1879	306	63859	79.7	4542	5.7	1372	1.8	1199	1.5	2572	3.2	2136	2.7	1613

*Library closed for examination and re-numbering.

†Library closed three days.

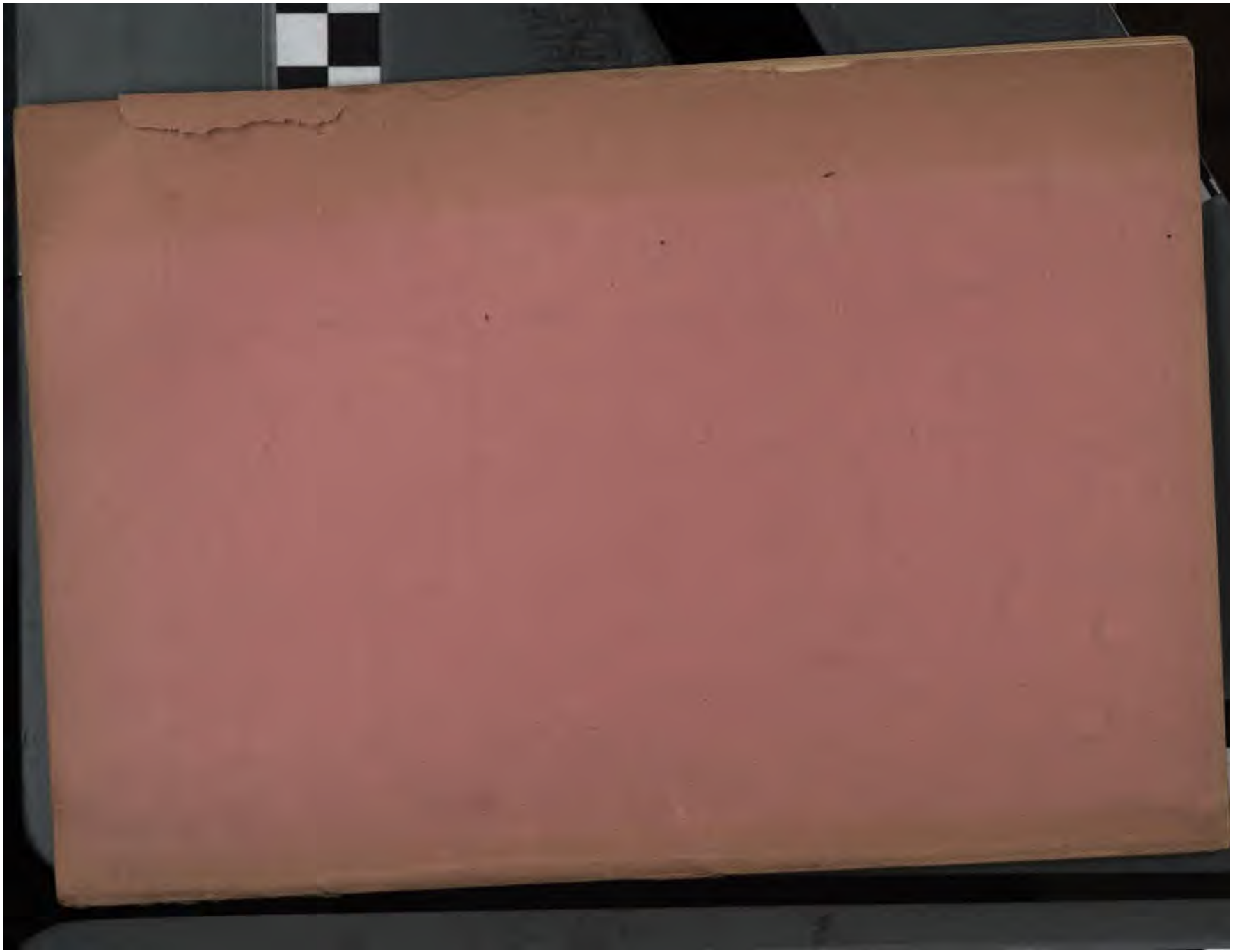
CLASSIFIED CIRCULATION.

Percentage.	Miscellany.	Percentage.	Total Circulati'n for Month.	Daily Average	Largest Day of Month.	Smallest Day of Month.	Largest Week of Month.	Smallest Week of Month.	Fines Collec'd
2.3	411	4.3	9530	367	12, 660	31, 79	21–26, 2402	13–19, 2219	$33 64
2.4	281	3.6	8108	312	4, 575	2, 170	20–25, 1918	13–18, 1821	39 28
1.7	350	3.6	9532	397	23, 756	21, 176	11–16, 2414	4– 9, 2254	36 43
2.7	294	3.7	8043	335	15, 599	26, 197	3– 8, 2093	24– 1, 1949	28 02
1.6	337	3.4	9900	381	9, 623	21, 150	4– 9, 2288	25–30, 2071	43 07
2.4	279	3.2	8675	334	15, 577	26, 139	3– 8, 2058	24–29, 1878	33 41
1.4	328	3.9	8476	326	6, 648	22, 165	1– 6, 2095	22–27, 1851	47 47
2.7	218	3.0	7202	277	5, 555	23, 148	14-19, 1719	21–26, 1428	34 28
1.4	266	3.4	7837	290	4, 603	29, 101	6–11, 1906	20–25, 1731	32 11
2.	173	2.7	6371	245	31, 460	14, 113	5-10, 1459	19–24, 1386	32 82
1.4	176	3.1	5685	237	8, 488	25, 28	3- 8, 1676	17–22, 1449	35 34
1.6	150	2.8	5362	214	7, 461	11, 134	2– 7, 1492	23–28, 1101	39 43
1.4	200	3.6	5577	215	12, 462	10, 140	7-12, 1354	28– 2, 1267	31 37
1.5	113	2.6	4409	220	17, 424	28, 95	19–24, 1286	26–31, 1185	5 05
1.2	175	3.1	5706	219	16, 450	20, 116	4– 9, 1364	25–30, 1209	30 65
1.7	125	2.2	5662	226	21, 530	11, 105	23–28, 1496	16–21, 1239	31 31
1.	197	3.7	5417	226	20, 402	25, 124	15–20, 1411	22–27, 1234	35 92
1.4	177	2.6	6767	251	12, 491	17, 162	7–12, 1592	21–26, 1427	28 58
1.7	245	4.	6145	228	25, 475	22, 148	13–18, 1453	6–11, 1332	27 06
2.5	270	3.7	7348	294	30, 541	27, 133	18–23, 1775	11–16, 1570	31 24
2.	254	3.9	6481	270	29, 519	5, 127	24–29, 1536	10–15, 1512	33 90
2.5	245	3.5	6935	277	7, 505	9, 165	2– 7, 1723	23-28, 1484	36 59
2.2	301	4.3	7073	272	13, 493	3, 128	1- 6, 1688	22–27, 1398	
1.8	2798	3.3	82081	298	Ave. 570	Ave. 123	Ave. 1878	Ave. 1680	370 39
2.0	2767	3.4	80160	262	Ave. 502	Ave. 140	Ave. 1629	Ave. 1459	

APPENDIX D—Continued.

Circulation by Months, Compared with Previous Years.

MONTHS.	1874.	1875.	1876.	1877.	1878.	1879.
January	6504	7356	8257	9193	9530	8108
February	5983	7357	8722	9594	9532	8043
March	6506	8207	9220	11077	9900	8675
April	5887	7104	8109	8627	8476	7202
May	5094	6283	6933	8235	7837	6371
June	4255	5877	6371	7584	5685	5362
July	3409	2947	6348	8025		5577
August	2197	5683	6438	7430	4409	5706
September	4879	5642	6679	7022	5662	5417
October	5806	6460	6999	8122	6767	6145
November	5485	7133	7703	8140	7348	6481
December	6051	7391	8010	8642	6935	7073
Totals	62056	77440	89789	101691	82081	80160



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CITY OF TOLEDO.

EIGHTH ANNUAL REPORT

OF THE

TRUSTEES OF THE PUBLIC LIBRARY

For the Year Ending December 31st,

1881.

THE B. F. WADE CO., PRINTERS, TOLEDO.

EIGHTH ANNUAL REPORT

OF THE

TRUSTEES OF THE PUBLIC LIBRARY

OF THE

CITY OF TOLEDO, O.

FOR THE YEAR ENDING DECEMBER 31ST,

1881.



Toledo Public Library
11/1/82

TRUSTEES' REPORT.

To the Honorable Common Council of the City of Toledo:

The Eighth Annual Report of the Trustees of the Toledo Public Library is herewith submitted, showing the condition and progress of the Library for the year ending December 31, 1881.

There were in the Library, as shown by the last report, 15,266 volumes.

The classification of books added in 1881 is as follows:

Travels	45
Biography	79
History	68
Literature and Language	47
Prose-Fiction	310
Theology	18
Philosophy	8
Useful Arts	60
Fine Arts	26
Natural Science	61
Public Documents	165
Directories	10
Juveniles	84
Poetry and Drama	15
Sociology	29
Catalogues	3

Of the foregoing, 470 books and 210 "Seasides" were acquired by purchase, and 348 by donation .There have been 129 volumes worn out and lost. Of these 97 volumes were prose-fiction, 28 volumes juveniles, 3 history, 1 biography; 27 volumes are missing. Some of these may be misplaced on shelves, or may yet be returned by the borrowers. Four volumes have been lost by the borrowers, and may yet be replaced.

The net increase for the year has been 899 volumes; whole number of volumes at beginning of present year, 16,036.

The Library was open for the delivery of books 323 days, 10 hours each day, except from July 11 to October 10, through which period it was deemed a necessary measure of economy in the working force, while the Librarians were in turn taking their three weeks' Summer vacation, to open the Library at 2 P. M. and close at 8 P. M.

The number of volumes withdrawn for home reading was	61,231
The largest monthly issue was March	6,767
The smallest monthly issue was September	3,948
The largest weekly issue was February 28 to March 5	1,625
The smallest weekly issue was. July 5 to 9	750
The largest daily issue was February 5	479
The smallest daily issue was August 18	68
The daily average issue was	190

PER CENTAGE OF CIRCULATION AS COMPARED WITH FORMER YEARS.

CLASS	1874	1875	1876	1877	1878	1879	1880	1881
Prose, Fiction and Juvenile	87.1	86.5	87.1	86 4	86.3	85.4	82.1	81.7
Arts and Science	1.1	1 6	1.4	1.8	1.8	1.8	2	2.4
Poetry and Drama	1 2	1.3	1.5	1.4	1.3	1.5	1.5	1.6
History	2.7	2.4	2.5	2.7	2.9	3.2	3 2	2.9
Travels	2.9	3.1	2.3	2.8	2.6	2.7	3.1	2 9
Biography	1.3	1.7	1.8	1 7	1.8	2.	2.7	2.5
Miscellany	3.7	3.4	3 4	3.2	3.3	3.4	2 7	2.2
Periodicals							2 7	3.8

It will be seen by above table, that since 1876 the per centage of prose-fiction and juveniles has been steadily decreasing.

The whole number of volumes of prose-fiction in the Library is 5,327, or 33 2-10 per cent.

A fair trial has been made during the year of the leading popular magazines placed in binders monthly for circulation, as books, and the trial has been attended with such large call for Scribner, Harper and Atlantic, that the circulation of these and other leading magazines, in this manner, may be profitably extended in the future.

The new catalogue has now been sufficiently long in use to have proved a great assistance to the patrons of the library, as well as a necessary and growing relief to the Librarians whose time has often been needlessly taxed in conveying such simple information as the considerate borrower should have easily and quickly found in it. One hundred and thirty-nine copies of the catalogue have been sold.

The number of volumes bound and rebound was 461, costing $260; 221 volumes were repaired and resewed, costing $20 32; the number repaired by the Librarians was 4,019. The whole cost of binding and repairing was $281 22.

Many valuable donations of material for the Library have been made. Among these may be mentioned: The Medical and Surgical History of the War, presented by John S. Billings, Surgeon General U. S. A.; and the Centennial Map of the United States from Judge James M. Ritchie.

The receipts from fines have been $380 12

The number of postal cards sent for books over due was 184.

Notices sent to securities, 23.

The amount expended for supplying the reading rooms with newspapers and magazines was $147 41.

It is earnestly desired that our means may soon allow this department to be kept open on Sundays as well as week-days.

The magazines and newspapers in Reading Room, are :

" American Agriculturist.
" American History—Magazine of
" Atlantic Monthly.
" Appleton's Magazine.
" Century Magazine.
" Eclectic Magazine.
" Engineering and Mining Journal.
" Frank Leslie's Illustrated Weekly.
" Gardiners' Monthly.
" Harper's Magazine.
" Harper's Weekly.
" Harper's Bazar.
" International Review.
" Journal of Science, Toledo—Gift from Publishers.
" London Illustrated News.
" Manufacturer and Builder.
" North American Review.
" Nation.
" Official Gazette of Patent Office—Gift.
" London Punch.
" Popular Science Monthly.
" Scientific American Supplement.
" Vick's Illustrated Monthly.
" Western Manufacturer, Chicago—Gift from Publishers.
" Toledo Blade.
" Toledo Telegram.
" Buffalo Advertiser.
" Cincinnati Commercial.
" New York Herald.
" Chicago Times.
" Home Journal.
" Express, German—Gift from Publishers.
" Sunday Journal—Gift from Publishers.

The report of the Secretary, and marked Appendix "A," gives the receipts and expenditures for the year:—

Receipts from all sources	$4,344 10
Disbursements	3,653 49
Credit balance	$690 61

While it may be cause for congratulation that our citzens, under the special act which provided a fund for establishing and maintaining a library free to all residents of this city, are not yet entirely deprived of its benefits, the Board feel that the fund now appropriated by the Council to sustain the Library during the past year is so much smaller than contemplated by the law establishing it, that its continuance has been at times grave matter of doubt. With our present seriously reduced resources, but a little larger number of new books can be yearly purchased than are extinguished by the necessarily severe wear of the more than sixty thousand drawings. We have found partial solace in the hope that though our readers are deprived of the privilege of getting from our shelves a large proportion of the best new books as they are published, they are still finding a pretty large supply of the best of unread books. But we have found the public unwilling to forego at least a moderate provision of the best new works in all the leading departments of knowledge. As the Public Library, like the common school, may be classed as an elementary need of a community, it seems to follow that the community should be furnished with all necessary means to supply it.

It has been seen to be an unwarranted attempt at economy to employ such limited number of assistants that applicants for books can not be supplied with reasonable promptness. From twenty-five to seventy-five people uneasily waiting for books before the library counters after the daily closing of the schools, is a condition of things that should be avoided by the employment of additional assistants. But we have accepted the alternative presented by the small library levy, of either enforced delay in the delivery of books, or the unavoidable closing up of the library, and have chosen the former. Abundant precedents, gathered from the

last reports of other libraries, sustain the statement that our corps of assistants is quite out of proportion to the number of people to be waited on. A late report of the Trustees of the Public Library of Milwaukee, shows that there were upon its shelves at the beginning of last year, a little over 16,000 volumes; and that there were employed, to dispense these books to the public, seven persons. During the same period the Toledo Library, having upon its shelves over 15,000 volumes, employed three persons, as the largest force one appropriation could allow. The city of Indianapolis, with a population of 75,000, and a library of 31,000 volumes, employs in addition to Librarian, nine day and four night assistants.

Continued service of all our librarians for several years, has given them a valuable knowledge of the general scope and character of our books, as well as of the varied wants of those who read them. Every public library is subjected to the criticism that the delivery of books is not sufficiently rapid. In many libraries it is even customary for book-borrowers to file applications for books on the day previous to receiving them.

It will be noticed that there has been a falling off in the circulation of books as compared with some previous years. This is accounted for in two ways: First, and having the greatest influence upon the use of books, is the fact that hard times give increased leisure for reading; and that as business improves, and as other profitable employment is found, there is less temptation to devote time to books and study. The falling off in the circulation of books since the times with certainty began to mend, has been very marked in nearly all the public libraries in this country. The other reason for the decrease in our library reading is the much reduced bill of fare presented to our readers for several years, and resulting alone from an enforced financial inability to buy as many books as when the proportion of money applied to library expenditure in Toledo was more than twice that devoted to its maintenance the past year. Some compensating advantage has followed from the reduced number of book drawings, for the *quality of reading* has noticeably improved, as

will be seen by the lessening per centage in the circulation of works of fiction, as compared with the more useful departments of reading. It is our aim, as it is of those directing all the best popular libraries of the country, to first awaken and increase the disposition of the community to read, by indulging, as nearly as practicable, the varied wants and tastes of readers, and then to endeavor to elevate in all the chosen planes of reading up to the best character of books to be found in them. Valuing the experience of other successful public libraries, it is perhaps needless to say that the popular heart is with works of fiction; and as it is the business of the library to gratify the wants of the great reading public, rather than the desire of the exceptional student and scholar, works of fiction are destined to at least as large proportionate space upon our shelves as is allowed in the most scholarly communities.

A large part of the intellectual as well as the imaginative power of the day is finding its vent in fiction, magazines and the newspapers. The instructive influence of fiction has the widest possible range. Many of the best Sc ipture lessons are in the form of fiction. The best plane of fiction covers almost the whole field of human knowledge. The very large part of Scott's tales which portray the history and manners of the times to which they belong, are more reliable in that useful direction than are his so-called histories. And what reader does not learn geography, and natural science, and life and customs of the people, more rapidly as well as more charmingly by the perusal of Jules Verne's interweavings of he best of knowledge through his wonderful creations? At all events, as the graver departments of human knowledge should always be preceded in the library as well as in the school-room by the emotional and the picturesque, a leading necessity in the formation of every library, for the use of all the people, must dictate that a large proportion of books should be provided to gratify this fundamental requirement."

W. H. SCOTT,

President Board of Trustees.

APPENDIX A.

Report of the Secretary of the Public Library of Toledo, December 31, 1881.

RECEIPTS.

Cash on hand January 1, 1881	$297 21
From December collection	1629 02
From June collection	2000 00
From fines	380 12
From sale of catalogues	34 75
From membership tickets	3 00
Total	$4344 10

DISBURSEMENTS.

Expenses	$108 51
Rent	700 00
Advertising and printing	11 00
Freight	4 91
Salaries	1502 00
Fuel and light	296 14
Books	497 20
Insurance	84 00
Binding	286 76
Reading-room	147 41
Stationery	25 97
Postage	9 59
Balance in hands of Treasurer	690 61
Total	$4344 10

APPENDIX B.

Trustees, Organization and Committees.

	Term Expires.
William H. Scott and E. H. Norton	January 1, 1885
Charles A. King and E. D. Potter, Jr	January 1, 1884
F. B. Shoemaker and W. T. Rowsey	January 1, 1883
Robert A. Wason and H. S Stebbins	January 1, 1882

Mayor—Jacob Romeis.
President—Robert A. Wason.
Vice-President—William H. Scott.
Secretary—William H. Saltonstall.
Librarian—Lucy Stevens.
Assistant Librarians—Mrs. F. D. Jermain, Miss Rose Calvert.

Standing Committees.

Library—Scott, Potter and Wason.
Reading Room—Norton, Shoemaker and Rowsey.
Finance—Shoemaker, Norton and Romeis.
Buildings and Grounds—Rowsey, King and Romeis.
Membership—King, Scott and Potter.
Rules—Potter, Rowsey and Scott.

APPENDIX C.

DONATIONS.

	Volumes.	*Pamphlets.*
Appleton, D. & Co	1	
Astor Library		1
Albany Young Men's Association		1
Boston Public Library		1
Billings, J. S	8	
Brookline, Mass, Public Library		2
Bradner, Rev. C. D		6
Ballard, Charles	2	
Brown, Mrs. C. E. P	44	
Burckle	1	
Coon, Mrs	15	
Census Report		1
Cincinnati Public Library		1
Chicago Public Library		1
Columbus, O., State Library		1
Department of Interior	57	
DeWolf, D. F	13	1
Eaton, John		1
Express, Toledo, Newspaper		1
Fletcher, Vt., Free Library		1
Friends', Germantown, Penn., Free Library		1
Fredericks, G		1
High school	2	1
Howard, N. M	3	
Hartford Library Bulletins	10	
Humane Journal, Chicago		1
Iowa State Library		6
Jones, John P	1	

DONATIONS —Continued.

	Volumes.	*Pamphlets.*
Journal of Science, Toledo		1
Jerniam, Mrs. F. D	2	
Journal of Science, Chicago		1
Merrill, C. W	2	
Maxwell, S. B	15	
Mower, Frank		2
Michigan, Secretary of State		1
Milwaukee Public Library		2
Mercantile Library, San Francisco		1
Mercantile Library, New York		1
Michigan State Library Reports		2
Newton, Mass., Free Library		1
Nicholson, Lucy		1
Ohio State Dental Society		1
Official Gazette and Indexes		1
Pioneer History of Michigan	4	
Perabean, Geo. D	1	
Philadelphia Library		1
Patent Office Report		1
Pomery, Geo. E		1
Providence Public Library		4
Rogers, W. B		1
Romeis, Jacob	18	1
Scott, W. H	2	
Scott, Chas. I	9	
Seventh Day Church		1
Secretary of State, Illinois	1	
Secretary of State, Michigan	19	
Smithsonian Institute	6	
Smith, D. B	1	
Stevens, B. A		1
Sunday Journal, Toledo		1

DONATIONS — Continued.

	Volumes.	*Pamphlets.*
St. Louis Public School Library		1
Swansea, Wales, Schopl Library		1
Tiffin, O., Public Library		1
Toronto Mechanics' Institute		1
Taunton Public Library		1
Thurman, A G	1	
Treasury Department	1	
Tenney, Jonathan, Albany, N. Y	1	
Trade Review, Cleveland		1
Trade Review, Toledo		1
Thorn, Dr. S. S	12	
Tucker, Dr. W. G	12	
T. L. A	5	
Unknown		8
Walbridge, H S	125	8
Walbridge, T. H	33	
Waggoner, Clark		1
Western Manufacturers		1



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ELEVENTH ANNUAL REPORT

—OF THE—

TRUSTEES

—OF THE—

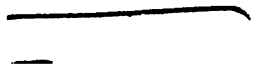
PUBLIC LIBRARY,

—OF THE—

CITY OF TOLEDO.

FOR 1884.

H. T. WADE CO., PRINTERS, TOLEDO.



ELEVENTH ANNUAL REPORT

OF THE

TRUSTEES OF THE PUBLIC LIBRARY

OF THE

CITY OF TOLEDO,

FOR THE YEAR ENDING DECEMBER 31st,

1884.



TRUSTEES' REPORT.

To the Honorable Common Council of the City of Toledo:

The eleventh annual report of the Trustees of the Toledo Public Library for the year ending December 31st, 1884, is herewith submitted.

There were in the Library, as shown by the last report, 18,529 volumes.

The classification of books added in 1884 is as follows, including "Seasides:"

Travels,	82
Biography,	121
History,	85
Literature and Language,	37
Prose Fiction,	511
Theology,	42
Philosophy,	13
Useful Arts,	62
Fine Arts,	44
Natural Science,	37
Public Documents,	50
Directories,	5
Juveniles,	199
Poetry and Drama,	26
Sociology,	58
Catalogues,	7
Bound Magazines,	241
	1,620

Of the foregoing, 1,550 were acquired by purchase, and 70 by donation. There have been 165 volumes worn out and lost.

A sufficient reason for what may seem an undue increase in the purchase of Fiction and Juveniles, as compared with the previous year, is the fact that the larger portion of them were provided to fill the places of entirely worn out volumes, and to duplicate the best standard books in which the supply has been for some time too limited.

While the public insist that the largest proportion of their reading must be of fiction, it will be seen that our Library, having passed its first decennial, with even the large help of paste-pot and binder, the time has now arrived when the grimy and tattered old book must go out to be replaced by the new one.

The net increase for the year has been 1,445 volumes; whole number of volumes at the beginning of the present year, is 19,984.

The library was open for the delivery of books 309 days, 10 hours each day.

The number of books withdrawn for home reading was 78,064.

The largest monthly issue was in March—7,693.

The smallest monthly issue was in June—4,807

The largest weekly issue was from December 8th to December 14—1,863.

The smallest weekly issue was from June 16th to June 22d—1,019

The largest daily issue was February 22d—543.

The smallest daily issue, June 19th—95.

The daily average issue was 253.

The Reading Room has been opened for Sunday afternoon use from 2 o'clock to 6 o'clock p. m.

Whole number of Sunday visitors in Reading Room, 690.

Percentage of circulation as compared with former years:

CLASS.	1880	1881	1882	1883	1884
Prose Fiction and Juveniles,	82.1	81.7	80.7	78.9	78.9
Arts and Sciences,	2.0	2.4	2.7	2.8	2.9
Poetry and Drama,	1.5	1.6	1.7	1.5	1.3
History,	3 2	2.9	3.0	3.0	3.2
Travels,	3.1	2.9	3.4	3.5	3.8
Biography,	2.7	2.5	2.1	2.5	2.5
Miscellany	2.7	2.2	2.2	2.9	3.0
Periodicals,	2.7	3.8	4.4	4.9	4.5

Prose Fiction and Juveniles have been classed together in the above table, giving no difference in aggregate result from the showing of last year; but the per centage of Fiction read has been less, and of Juveniles larger in comparison, than before

The whole number of volumes of prose fiction in the library is 6,367, or a little less than 32 per cent. of all The number of books bound and rebound is 492, costing $257.20; 257 volumes were repaired and resewed, costing $16.45. The number repaired by the librarians was 5,324.

The receipts from fines have been $375.37.

The number of postal cards sent for books overdue, was 345.

Notices sent to Securities, 18.

The amount expended for supplying the Reading Rooms with newspapers and magazines, was $225 95.

Among the most valuable contributions for the year, are: Appleton's Encyclopedia of Applied Mechanics; Stornmoth's Dictionary of the English Language; Murray's Dictionary of the English Language; Standard Natural History; full set of Great Artists, 34 volumes; Men of Letters; Littell's Living Age from volume 1, 153 volumes; American Commonwealth Series, 6 volumes; English Men of Letters, 10 volumes; Men of Invention and Industry; and a liberal number respectively, of the best reference works on Electricity; Steam; Uses of Metals and Woods; House-building; Progress in Geographical Discovery; Climate, etc.

The magazines and newspapers in reading rooms are: American Agriculturist, Magazine of Ancient History, Altantic Monthly, Century, Engineering and Mining Journal, Van Nostrand's Electric Engineering Magazine, Frank Leslie's Illustrated Monthly, Harper's Magazine, Harper's Weekly, Harper's Bazar, London Illustrated News, Littell's Living Age, Manufacturer and Builder, North American Review, Nation, Our Continent, Official Gazette of the Patent Office, Scientific American and Supplement, Vick's Illustrated Monthly, Gardener's Monthly, Toledo Blade, Toledo Telegram, Buffalo Advertiser, Cincinnati Enquirer, New York Herald, Chicago Tribune, German Express (gift from publishers), Toledo Sunday Journal (gift from publishers), Charts of the North Atlantic (gift from Gen. J. M. Comley), Fac Simile of Map made by Jesuit

Missionaries in 1675 and 1676 (gift from C. E. Blivin), Autograph of Sitting Bull (gift from C. E. Blivin), Two Maps of the City of London (gift from C. E. Blivin).

The report of the Secretary and marked appendix "A," gives the receipts and expenditures during the year:

Receipts from all sources previous to Dec. collection,	$5,079 75
Disbursements,	6,330 29
Dr. Balance,	$1,250 54

The necessity for a new catalogue is pressing, and all the time that could be spared by the Librarian from her other duties has been devoted to its preparation. The demand for the last edition was so general as to encourage as frequent publication of new ones as our finances allow.

The plan adopted during the year of furnishing to readers a full monthly list, published in our city papers, of all new books as they are added, very fairly fills the want occasioned by necessarily infrequent issues of full book catalogues. On application to the librarians the daily paper containing this list is supplied to borrowers who may desire to be informed of all new books. These lists, cut out and preserved either in pocket or memorandum book, will always be a convenience to our citizens, as necessary supplements to any large regular catalogue—especially as the full catalogue can not, at best, be annually issued. They enable patrons to keep for frequent and convenient use upon their persons, the best evidence of the character of the books furnished, and good opportunity at their leisure before visiting the library, to select such books of recent purchase as they may desire. A careful perusal of these lists may disabuse some citizens of an incorrect but rather willing impression—that a large proportion of useless reading is yearly added to our shelves.

It will be seen by the table showing the per centage of use of the classes of reading matter, that there is a perceptible advance towards the most useful reading as compared with former years—an improvement that has been quite uniform during the whole period embraced in the table. Increasing care has been taken in the department of fiction to supply

works of well recognized worth ; and in "Juveniles" to furnish our younger readers quite liberally with books of bright and spicy quality, well filled with the captivating, as well as thoughtful record of travel, biography, natural history, and the useful arts pertaining to all branches of our best industries.

With the well accepted view in the creation of the best libraries, that a free public library is the proper corrollary of free public education, our endeavor has been to attract and familiarize the pupils of our schools with the more interesting side of such foundations in knowledge as should attend all their necessary studies. With the hearty co-operation of our Superintendent of Schools and interested teachers, a rapidly increasing use is now made of such works as may aid and illustrate subjects of study in our school rooms. It is not only one of the important functions of a public library to provide means for pursuing courses of study and for investigating topics to which current events give prominence, but also to offer in a tempting manner such popular illustration as shall allure the pupil to more fully master them outside of dry school study than he has been accustomed to do. It is very desirable that some feasible plan should soon be reached by which small collections from the library may be taken out by teachers for use in the schools, as they are needed for reference and illustration there.

In acccordance with the fact that our manufacturing and mechanic industries are now furnishing the larger material for the rapid progress of our city, it will be seen that not only the circulation of the new books in the arts and sciences shows some improvement, but that we have been enabled to furnish, in increasing proportion, the books by which borrowers in this department may be more fully supplied. The recent establishment of the Toledo Manual Training School creates an additional necessity to increase the number of industrial reference books, and the desired additions are now being made.

Attention is called to the fact that our present Library, with an attainment of 20,000 volumes, is now being pressed into exceedingly cramped and inconvenient quarters; and that better accommodations must soon be provided elsewhere.

It is with great pleasure that we convey to our accomplished Librarian, Mrs. F. D. Jermain, the high estimate we believe the public entertain of her exceptionally helpful service to the city; and to her assistants our approval of their willing and harmonious co-operation.

W. H. SCOTT,
President Board of Trustees.

APPENDIX "A."

REPORT OF THE SECRETARY OF THE PUBLIC LIBRARY, ENDING DECEMBER 31, 1884:

RECEIPTS.

From December Collection.	$2,366 89
" June "	2,250 69
" Fines, ...	459 67
" Sale of Catalogues, ...	2 50
Overdrawn with Treasurer, December 31, 1884, . .	1,250 54
Total, ...	$6,330 29

DISBURSEMENTS.

Balance in Treasury December 31, 1883, . .	$ 324 39
Expenses, ...	310 37
Rent, ...	700 00
Freight, ...	4 29
Salaries, ...	2,398 82
Fuel and Light, ...	288 87
Books, ...	1,601 61
Binding, ...	233 20
Rebinding and Repairing, ...	40 45
Reading Room, ...	225 95
Stationary, ...	39 10
Postage, ...	26 99
Advertising and Printing, ...	16 25
Insurance, ...	120 00
Total, ...	$6,330 29

APPENDIX "B."

TRUSTEES.

	Term Expires.
Charles A. King and Emory D. Potter, Jr.,	Jan. 1, 1888
Reuben C. Lemmon and Harvey Scribner,	" 1, 1887
Erwin P. Raymond and Frank J. Hoag,	" 1, 1886
William H. Scott and Elijah H Norton,	" 1, 1885

OFFICERS OF THE LIBRARY.

President—William H. Scott.

Vice President—Chas. A. King.

Secretary—Chas. A. Dresser.

Librarian—Mrs. F. D Jermain.

Assistant Librarians—Miss Rose Calvert, Miss Virginia Lungren, and Miss Eliza Kent.

STANDING COMMITTEES.

Library—Scott, Hoag, Raymond.

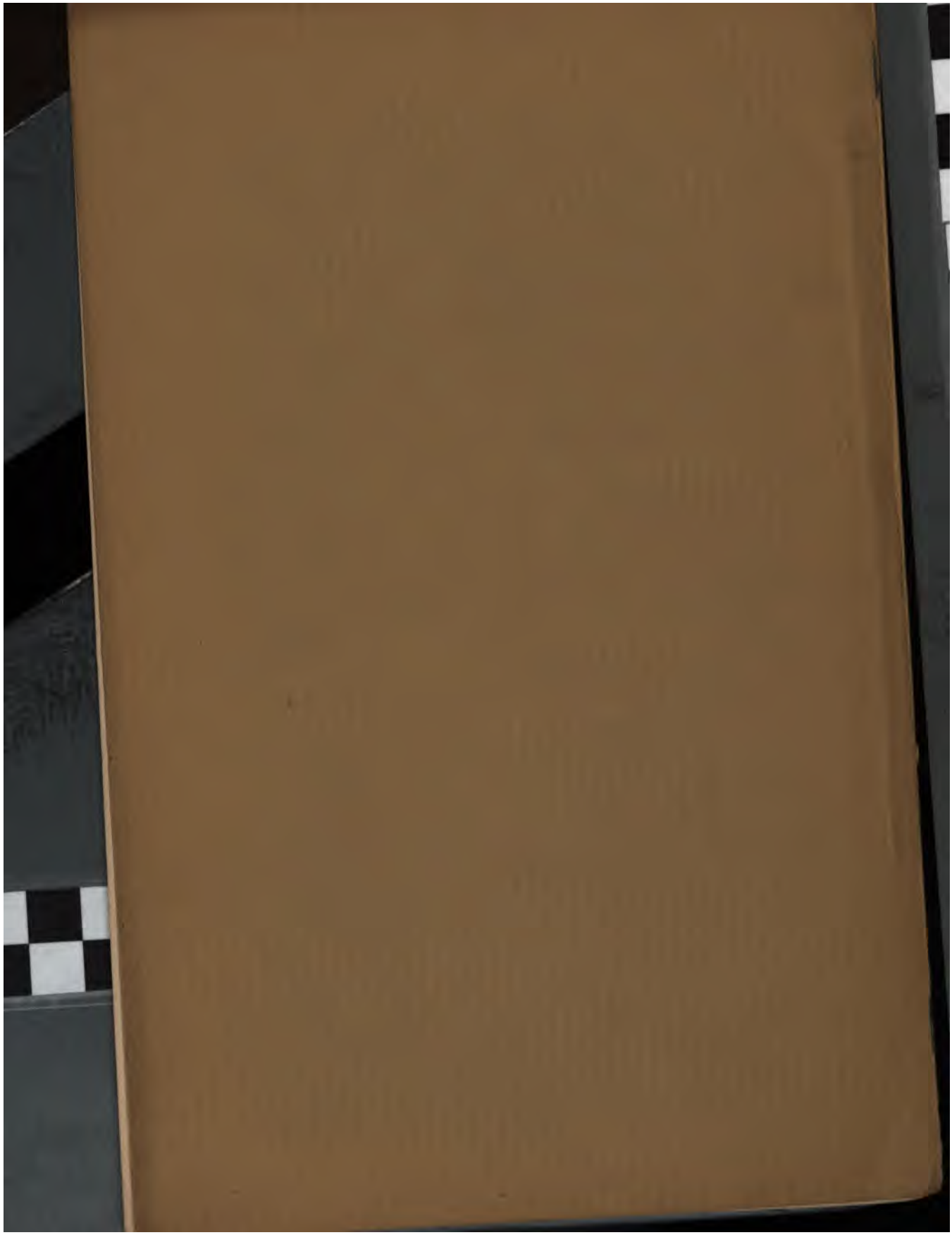
Reading Room—King, Norton, Scribner.

Finance—Hoag, Potter, King.

Buildings and Grounds—Lemmon, King, Romeis

Membership—Raymond, King, Scott.

Rules—Scribner, Raymond, Hoag.



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Twelfth Annual Report

—OF THE—

TRUSTEES

OF THE

Public Library,

—OF THE—

City of Toledo.

1885.



TWELFTH ANNUAL REPORT

OF THE

Trustees of the Public Library

OF THE

CITY OF TOLEDO,

For the Year Ending December 31st,

1885.



TRUSTEES' REPORT.

To the Common Council of the City of Toledo.

The 12th annual report of the Trustees of the Toledo Public Library for the year ending Dec. 31st, 1885, is herewith submitted.

In presenting it we feel much satisfaction in being able to speak of so many of the attainments necessary to enable ours to rank with the larger libraries of the country. While the proportion of the tax revenue is now much smaller than our organic library act contemplated, and smaller, too, than is now enjoyed by other neighboring cities upon the lakes, our best effort to use that measure of economy expected of all our city departments, has left much unachieved that would have given large additional value to expenditures already made. Our temporary quarters, in a rented building, though answering, in a manner, the primitive purposes of a young library for several years, are now failing to indulge the reasonable demands of our citizens. Our reading rooms—never of proportionate capacity to the book department—have been encroached upon to indulge the absolute necessities for increased shelving space, and we are obliged to give to the public only small opportunity for sufficient and convenient use of either periodicals or newspapers. Maps and charts from the Smithsonian Institute, Department of the Interior, and other valuable sources in Washington, can find no place to be examined and made useful, for want of vacant walls upon which to place them. We

are thus precluded, also, from what should be willing contributions from our citizens of much valuable matter in the form of maps and charts of our own city and immediate vicinity, that now remains in private homes and places of business, but which should be placed in the public library, and thus made attainable by all.

Having now made use of all the floor space possible to occupy with cases for book shelves, our only alternative has been to add balconies, above which all high space upon side walls, heretofore inaccessible, can now be utilized. This addition to our shelf room will bridge over for only a little while the inconvenience of our now crowded cases.

It is with no little pride that we are able to speak of an increase of the use of books during the year, so great that it has not only been unprecedented during any year in our own history, but that we have not been able to find in the reports of other libraries another annual gain in circulation so large. This gain, during the year ending 31st December, has been from 78,064 to 99,042—an increase of nearly 21,000. This indicates a rapidly growing reliance upon the public library in the place of, or, at least, to largely supplement, private collections of books. Great public libraries, embracing almost all reading that varied necessities and tastes can desire, offer to the reader, in generous profusion, what private opulence could rarely by purchase attain in the collection at home. Free access to reading matter induces a levelling tendency attained by no other agency so well. The frequency of applications of late for new library privileges by citizens whose own libraries have heretofore been thought sufficient for family demands, is among the best indications of the growing favor in which a well-appointed public library will be welcomed.

A new Catalogue is now in press, and in a few weeks will be ready for use. It is being prepared with great care under the direction of our accomplished librarian, Mrs. F. D. Jermain, and should be so complete a guide and assistant to all book borrowers as to greatly relieve the librarians from responses to questions whose obvious and easy solution could readily be found in a good catalogue.

Monthly bulletins of all new books will be published as before. Full

lists of new additions will appear in city newspapers in sufficient number that readers can be supplied with the issue containing such list upon application to the librarians. These lists clipped from the paper, and preserved in pocket or memorandum book, will always be a convenience to our citizens.

Special effort has been made in book purchases to collect a liberal proportion of works on the useful arts and trades, and many of them with special reference to the immediate wants of the Manual Training School. In a commercial and manufacturing city like ours it is pre-eminently true that every workman in the city, whatever his calling, should be able to find in the free library the best obtainable information to help him in his pursuit. One of the best signs of the year has been the growing inclination of our young mechanics especially to avail themselves of the excellent opportunity afforded by the large range of the helpful books now provided.

The ever-recurring question occupying now so much of the thought of the custodians of all our free libraries—of what proportion to furnish works of fiction—results in an almost uniform conclusion. It is, that while only a small proportion of the vast flood of novels yearly published have a perennial value, we should meet the wants of our patrons by furnishing them with that supply of healthy fiction so largely craved by the purest and most refined tastes. We cannot rise superior to Sir John Herschel, who says:—"The novel, in its best form, I regard as one of the most powerful engines of civilization ever invented." And Thackeray:—"Novels are sweets. All people with healthy appetites love them—almost all women; a vast number of clever, hard-headed men, judges, bishops, chancellors, mathematicians, are notorious novel readers, as well as young boys and sweet girls, and their kind tender mothers."

To present to our readers such novels as shall not be forgotten after the year of their birth, requires, perhaps, even more critical attention in their selection than of books of art, travels, biography or science; but with the care now given, it is gratifying to see that the quality of fiction afforded by our library is at least abreast of that of other leading libraries, and to know that few books have crept in whose presence is hurtful.

Some progress had been made, but not so great as seems desirable, to encourage the fullest practicable co-operation of Library and Schools. Our accomplished Superintendent of Public Schools, John W. Dowd, with the aid of many interested teachers, are now earnestly encouraging such concert. The need of a large amount of supplementary reading matter not found in the school library, is inducing a growing use of the large range of books the public library is now able to give to teachers and pupils. Arrangements have been made so that teachers may draw out at one time a number of such works for the use of their pupils as are found in the special line of study in which they are for the time engaged; and both teachers and classes are invited to meet to examine and discuss here all the material found in the reference department touching the subject in hand. We regret that limited room in our present quarters precludes convenient gratification of what should be one of the best purposes of the public library. When a new building is furnished, a room devoted to the use of teachers accompanied by their pupils for illustration and discussion of useful topics will be found one of the obvious features of its arrangement.

CLASSIFICATION OF BOOKS, ETC.

There were in the library, as shown by the last report, 19,984 volumes.

The classification of books added in 1885 is as follows:—

Travels	135
Biography	159
History	108
Literature and Language	50
Prose Fictions—duplicates, 117; additions, 214	331
Theology	62
Philosophy	25
Useful arts	168
Fine arts	98
Natural science	74
Public documents	110
Directories	10

Juveniles—duplicates, 106; additions, 57	163
Poetry and Drama	51
Sociology	95
Catalogues	5
Bound magazines	185
Total	1,829

Of the foregoing 1,699 were acquired by purchase, and 130 by donation. There have been 198 volumes worn out and lost.

The net increase for the year has been 1,631. The whole number of volumes at the beginning of the present year is 21,615.

The library was open for the delivery of books 305 days, 10 hours each day.

The number of books withdrawn for home reading was 99,042.

The largest monthly issue was in March—9,980.

The smallest monthly issue was in June—6,660.

The largest weekly issue was from March 16th to March 22nd—2,424.

The smallest weekly issue was from June 8th to June 14th—1,520.

The largest daily issue was March 21st—569.

The smallest daily issue was September 8th—170.

The daily average issue was 326.

The reading room has been opened for Sunday afternoon use, from 2 o'clock to 6 o'clock P. M.

Whole number of Sunday visitors in Reading Room, 1,103.

PERCENTAGE OF CIRCULATION,

As compared with other years:—

CLASS.	1882	1883	1884	1885
Prose Fiction and Juveniles	80.7	78.9	78.9	78 2
Arts and Sciences	2.7	2.8	2 9	3.2
Poetry and Drama	1 7	1 5	1.3	1 0
History	3.0	3.0	3.2	3.5
Travels	3.4	3.5	3 8	3 8
Biography	2.1	2.5	2.5	2 4
Miscellany	2 2	2.9	3.0	3 0
Periodicals	4.4	4.9	4.5	4.9

In the above classification Fiction and Juveniles have been classed together. Separating them, the circulation of Fiction has been 55.5 per cent., and Juveniles 22.7 per cent. of whole circulation.

The whole number of volumes of prose fiction in the library is 6,581.

The number of books bound and re-bound is 802, costing $340.15. The number of volumes repaired and re-sewed was 161, costing $9.45. The number repaired by the librarians was 4,936.

The receipts from fines have been $341.45.

The number of postal cards sent for books over-due was 303 Notices sent to securities, 9.

The amount expended for supplying the reading rooms with newspapers and magazines was $369.53.

Among the more valuable contributions for the year are: Kingsley's Standard Natural History, Stornmouth's Dictionary of the English Language, Ganot's Physics, Clinical Microscopy and other valuable treatises on the Microscope, a large range of useful works on Mechanics and Engineering—among which may be mentioned Lowell's Hydraulic Experiments, Wisback's Mechanics of Engineering, Manufacture of Iron and Steel, Bridges, Bricks, Tiles and Terra Cotta. The best works on Steam and Electricity. The Uses of Metals and Woods. A number of works on House Architecture, Art Interchange, Decoration, Furnishing, etc; English Etchings, Goringe's History of Egyptian Obelisks. In Geographical Discovery—Stanley's Congo, Russell's Central Asia, Johnson's River Congo, A Thousand Miles Up the Nile, The Naturalist's Wanderings in the Eastern Archipelago. Valuable contributions have been made from Department of the Interior and Smithsonian Institute. Gifts from Hon. Richard Mott—Schoolcraft's Indian Tribes of the United States, illustrated by Eastman. Gift from F J. Scott—Hayden's Geological Survey, 1 volume; Paris Universal Exposition, 1867; Report of the United States Commissioners, in 7 volumes; Map of Toledo, 1852; Hand Book of Mining Law, History of the United States, 6 volumes; Architecture of Country Houses, Horticulturist, 6 vols.

SUNDAY VISITORS.

The number of visitors on Sunday in reading room and reference department has shown such increased attendance over previous years that

there is now fair encouragement in this symptom of a gradual reformation of public sentiment. While in the management of most of the successful public libraries in this country the desire has been to attract the public during all days of the week, the sum of much judicious effort in attempting to divert the public largely to them on that day, as an instructing and reforming influence, has been a belief that the public is not yet sufficiently inclined to avail itself of the privilege as to warrant a large increase of cost in the provision of such an additional force of librarians for Sunday attendance as would be necessary for so full use of books as is now afforded on week days.

It is hardly necessary to say to those who have been familiar with the uses of the library that the intelligent, helpful and courteous devotion of our accomplished librarian, Mrs. F. D. Jermain, has been well appreciated; and that the harmony with which all her assistants have given their faithful co-operation entitle them to the same hearty approval.

W. H. SCOTT,
President Board of Trustees.

APPENDIX "A."

REPORT OF THE SECRETARY OF THE PUBLIC LIBRARY, ENDING DECEMBER 31st, 1885.

RECEIPTS.

From December collection.	$3,753 81
" June "	3,646 56
" Fines	341 45
Overdrawn with Treasurer December 31, 1885 .	587 60
Total	$8,329 42

DISBURSEMENTS.

Overdrawn with treasurer December 31, 1884 . .	$1,250 54
Library supplies and expenses	346 96
Rent	700 00
Freight.	5 75
Salaries	2,544 75
Fuel and light	338 65
Books	2,207 21
Binding	367 79
Repairing	9 67
Reading room	269 53
Stationery	52 99
Postage	11 97
Advertising and printing	10 00
Improvement of Library Grounds . . .	213 61
Total	$8,329 42

APPENDIX "B."

TRUSTEES.

	Term Expires.
William H. Scott and E. H. Norton	Jan. 1, 1889
Charles A. King and Emery D. Potter, Jr.	" 1888
Reuben C. Lemmon and Harvey Scribner	" 1887
Erwin P. Raymond and Frank J. Hoag	" 1886

OFFICERS OF THE LIBRARY.

President—William H. Scott.
Vice President—Chas. A. King.
Secretary—Chas. A. Dresser.
Librarian—Mrs. F. D. Jermain.
Assistant Librarians—Miss Rose Calvert, Miss Virginia Lungren, Miss Eliza Kent, Miss Julia Calvert.

STANDING COMMITTEES.

Library—Scott, King, Hoag.
Reading Room—Norton, Potter, Raymond.
Finance—Hoag, Norton, King.
Buildings and Grounds—Lemmon, Scribner, Raymond.
Membership—Potter, King, Raymond.
Rules and Regulations—Scribner, Potter, Lemmon.

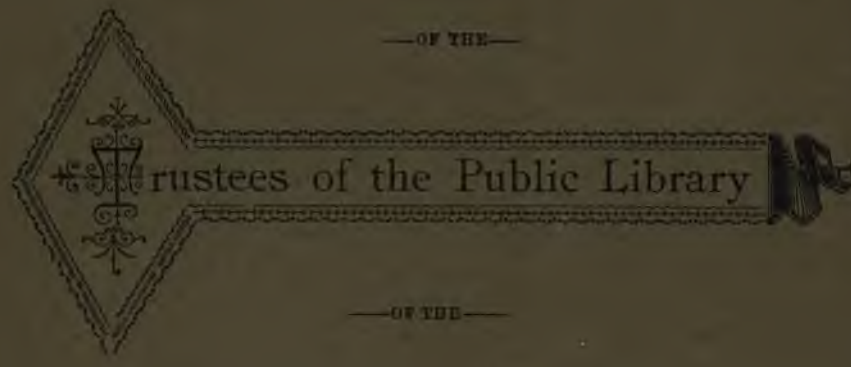




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THIRTEENTH ANNUAL REPORT

—OF THE—



—OF THE—

CITY OF TOLEDO,

1886.



THIRTEENTH ANNUAL REPORT

OF THE

Trustees of the Public Library

OF THE

CITY OF TOLEDO,

For the Year Ending December 31st,

1886.

TOLEDO, O.:
THE B. F. WADE CO., PRINTERS,
1887.

TRUSTEE'S REPORT.

To the Common Council of the City of Toledo:

The thirteenth annual report of the Trustees of the Toledo Public Library for the year ending December 31, 1886, is herewith submitted.

As showing its origin and progress, a brief retrospect, after fifteen years' service, may well prelude our annual report.

Toledo has the honor to be the first city in Ohio, and one of the first in the West, to provide a Free Library quite independent of any direction and control of a Board of Education. Our Public Library is the outgrowth of the Toledo Library Association, which was organized and sustained by subscription, and which, as usual with such institutions, embraced lectures from the best material at command; a feature, though often instructive and entertaining, proving here, as elsewhere, an extravagant luxury to the few who were to bear the burden. But as it was clearly seen that but a limited proportion of people are willing to sustain lectures at exorbitant prices, and that the masses of people not disinclined to read would not pay even small subscriptions for membership, it was seriously realized by some of our citizens that such an institution was not keeping pace with the wants of a rapidly growing city. With the belief that free libraries sustained by unwilling, as well as willing property-holders, were as necessary educators as free schools, and inseparable allies, steps were promptly taken to convert our exclusive and insufficient system into something better.

After a year of considerable opposition, some of it coming from the Association itself, a bill was framed which passed the Legislature and

became a law on the 18th day of April, 1873. The Public Library was formally organized by the passage of a resolution in the Common Council, "Deeming it essential to establish a Library and Reading Room," and a tax of five-tenths of a mill was levied for its maintenance, as provided by the law. The Board of Trustees, composed of nine members, of whom the Mayor being *ex officio* one, four nominated by the Board of Education, four by the Common Council, and all appointed by the latter, organized on the 24th of June, 1873. By the organic law the Board of Education was directed to "transfer to the custody and control of the Trustees of the Library whatever library or libraries may be in their possession or control, except such books of reference, maps, or charts, as the Board of Education may think proper to retain for use in school buildings, and thereafter no tax shall be levied by such Board of Education for a Library fund."

The Library Association, by vote of its members, instructed its Directors to transfer all its property—the Public Library assuming all liabilities. After paying all debts of the Association, there was left to the credit of the Library fund $333.86. The whole number of volumes received from the Library Association was 4,878, a number of maps and engravings, two lots on Forrer street, and $105 in cash. Col. D. F. DeWolf, Superintendent of Schools, with W. H. Scott, Chairman of the Public Library Committee, selected from the School Library, with a very liberal construction of what constitute "reference" books, only 1,320 volumes.

The new Library was opened in the King Block, where it now is, with a lease for three years, at $1,200 per year, and being central and well lighted and ventilated, answered the purposes of a small library until the number of books had reached over 15,000 volumes, though the space devoted to use of reading room and reference rooms was then—as it has proved in more serious degree since—much too small to provide convenient use of reference books, periodicals, and newspapers, to correspond with even a moderate provision of room in the book departments.

The Library Committee and the Librarian visited the new Library building in Cincinnati, then the best in the West, to learn the best modes

of shelving and administration of books. These were at once catalogued, and on the 3d of November, 1873, the Library was opened to the public.

A Library commenced with only 6,198 volumes, was followed by an immediate registry of 1,498 books borrowed, and 4,451 volumes were drawn for home reading the first month—showing with what avidity our citizens availed themselves of their opportunity. The rooms appropriated to the book department were estimated to have a capacity of about 12,000 volumes. With our present number—about 23,000 volumes—the crowded state of our book quarters in a space no larger than then provided, may readily be seen. No active movement has yet been made towards an adequate new Library building, though it is hoped that it may not be much longer delayed. The old canal grounds between Madison and Jefferson streets, now devoted by the city to future use for such purpose, with some prospect of extension by purchase sufficiently to afford necessary room, ventilation, and abundant light, will be centrally located for such a structure as our growing city now demands.

The same intelligent policy that encouraged our citizens to furnish liberal aid to establish and maintain our successful Manual Training School by a very small increase of taxation, has found ample reward in the universal acceptance of this useful co-operation of head and hand training for the greater usefulness of our future bread-winners. The public now fully accept the idea that such practical education must not in the future be the smaller annex to our free schools, but should henceforward be entitled to a very considerable proportion of the expenditure they will require. Shall not the relations of our Public Library to our Free Schools be promoted in a similar manner? The key of knowledge having been placed in the student's hands, the Public Library is the treasury into which that key opens. Books are now a necessity of life. It was well said by Mayor John Hodges, in his address at the exercises which opened to the people of Baltimore their grand new Public Library, the gift of her citizen Enoch Pratt, with an expenditure of more than a million dollars: "Not the modern scholar merely, but the man of business, the merchant, the mechanic, touches the world of thought at a thousand points. To understand even the morning paper, presupposes at least

some knowledge of half the circle of the sciences. When we have equipped the youth with fluent knowledge of several languages, have made him a skillful penman and accountant, have given him some insight into chemistry, physics, and biology, we have but placed him at the parting of the ways."

Other much smaller cities than Toledo have already attained, by taxation, their commodious and convenient public library buildings. Notably our neighboring city, Dayton, with her handsome structure built by public tax. An expenditure of less than five hundred thousand dollars would give to Toledo not only our needed Court House and City Hall, but that sum should also include a sufficient Library building.

Owing to the large outlay incurred in providing a new catalogue, a much smaller purchase of books has been made than during the previous year; but notwithstanding this, the increase in circulation has been very satisfactory. The number of volumes circulated in 1885 was 99,042; number of volumes circulated in 1886 was 102,708—showing an increase during last year of 3,666.

CLASSIFICATION OF BOOKS, ETC.

There were in the Library, as shown by last report, 21,615 volumes.

The classification of books added in 1886 is as follows:

Travels—duplicates, 7; additions, 83;	90
Biography,	133
History,	85
Literature and Language,	56
Prose Fiction—duplicates, 150; additions, 210;	360
Theology,	67
Philosophy,	19
Useful Arts,	78
Fine Arts,	75
Natural Science,	39
Public Documents,	72
Directories,	1

Juveniles—duplicates, 24; additions, 48;	72
Poetry and Drama,	24
Sociology,	75
Catalogues,	4
Bound Magazines,	159
Total,	1,409

Of the foregoing, 1,271 were acquired by purchase, and 138 by donation.

There have been 253 volumes worn out and lost—13 lost and paid for.

The net increase tor the year has been 1,156. The whole number of books at beginning of present year is 22,771.

The Library was open for the delivery of books 307 days, 10 hours each day.

The number of books withdrawn for home reading,	102,708
The largest monthly issue was in March,	10,700
The smallest monthly issue was in June,	6,944
The largest weekly issue was from Feb. 15 to Feb. 21,	2,564
The smallest weekly issue was from June 12 to June 20,	1,628
The largest daily issue was April 3,	621
The smallest daily issue was April 6,	121
The daily average issue was	335

The Reading Room has been open for Sunday afternoon use from 2 o'clock to 6 o'clock P. M. Whole number of Sunday visitors in Reading Room, 1,088.

PERCENTAGE OF CIRCULATION,

As compared with former years:—

CLASS.	1882	1883	1884	1885	1886
Prose Fiction and Juveniles	80.7	78.9	78.9	78 2	78.9
Arts and Sciences	2.7	2.8	2.9	3 2	3.1
Poetry and Drama	1.7	1.5	1.3	1.0	0.9
History	3.0	3.0	3.2	3.5	2.9
Travels	3.4	3 5	3.8	3.8	3.6
Biography	2.1	2.5	2 5	2.4	2.2
Miscellany	2.2	2.9	3.0	3.0	2.7
Periodicals	4.4	4.9	4.5	4.9	5.7

In the above classification, Fiction and Juveniles have been classed together. Separating them, the circulation of Fiction has been 57.7 per cent., and Juveniles 21.2 per cent. of whole circulation.

The whole number of volumes of prose fiction in the Library is 6,741.

The number of books bound and re-bound is 1,004, costing $457.27.

The number of volumes repaired and re-sewed was 98, costing $653.

The number repaired by the Librarians was 5,231.

The receipts from fines have been $334.39.

The number of postal cards sent for books overdue was 157. Notices sent to securities, 16.

The amount expended for supplying the reading rooms with newspapers and magazines was $333.24.

PROPORTION OF FICTION FURNISHED.

It seems hardly necessary that book-borrowers from the Library, all of whom have had opportunity to get from the Librarians and take home free monthly bulletins published in our daily papers, should be reminded of the small proportion that novels have borne to the whole number of books purchased. And yet very few works by the best writers of prose fiction have been unattained. So great—and so desirable, too, it may be said—has been the call for all the best books of this class, that copies have been multiplied to furnish early reading to the fullest extent our means would allow.

IMPORTANT ADDITIONS.

Works on the Useful Arts; Mechanics and Engineering; The Uses of Metals and Woods; House Architecture; House Furnishing and Domestic Economy; Steam; The Various and Rapidly Increasing Applications of Electricity; valuable contributions in History, Travel, and Geographical Discovery; and a number of excellent works on the Fine Arts.

DONATIONS

have been made as follows: From the Chief Signal Service Office, Daily Weather Maps from December 25, 1886, to January 11, 1887; Report of the International Polar Expedition to Point Barrow, Alaska; Papers on Rainfall and Temperature; History of the Signal Service; and Scientific Observations on a variety of subjects. From the Secretary of the Interior, Vols. 13 14 Tenth Census Reports. From the Smithsonian Institute, Vol. 3 Bureau of Ethnology. From H. Hardesty, Historical and Geographical Encyclopedia. From Hon. O. S. Brumback, Testimony in Hamilton Election Cases; State Reports of Forestry Bureau; Meteorological Bureau; Bureau of Labor Statistics; Report of Secretary of State, and other important State documents. From R. B. Hayes, Account of Soldiers' Monument at Fort Stephenson. From University of Pennsylvania, The Acharians of Aristophanes. From Gen. Comley, Hawaiian Documents. From our Mexican Minister, Mexican Government and Mexico, Historical, Geographical and Industrial, four volumes in Spanish. From F. J. Scott, Paris Exposition, seven volumes; Tom Oreo, a drama, and a number of valuable pamphlets. From Mrs. Dr. Bigelow, 16 volumes. From M. E. Williams, The Ethnologist; Journal of Engineering and Manufactures; Treatise on Shades and Shadows; Treatise on Plane and Spherical Trigonometry, Masonry, Stone-Cutting, on Railroads and Dividends, Instruments Used in Engineering. From J. P. Averill, Historical Sketch of Fort Meigs.

THE NEW CATALOGUE.

Our very complete new catalogue is now ready for the public. Its necessity arose from the rapid sale and exhaustion of the former catalogue, prepared by Miss Lucy Stevens, and published in 1880. Also from the demand of the public for a fuller record of the books added to the Library since that date. Early in the year 1884 the Trustees decided upon the publication of a new catalogue; and as soon after as practicable the work was commenced by our present Librarian. The making of a catalogue of the scope and character of this work is necessarily of

a slow and laborious process; but it is a matter of congratulation that this has been well done by our accomplished Librarian, Mrs. Jermain, with the assistance of Miss Julia Calvert, in a little more than two years from the date of its beginning, from the first written word through the reading and revision of all printed proof. The history of other catalogues testifies strongly to the assertion that so much has been rarely accomplished in so short a time.

As the free use of such a catalogue will greatly facilitate quick decision of book-drawers in their choice of books, it is hoped that fuller reliance upon it will often save the Librarians from unnecessary diversion from other helpful assistance not so fully provided for with our present limited service.

Renewed effort will be made to encourage a greater use of the Library by pupils of our schools. The Superintendent, with the ready co-operation of teachers, is bringing to the aid of school classes the rich store of useful matter now found upon our shelves, to supplement and broaden the field of their inquiries in their various departments of study. With a Library building that should afford a convenient room to encourage school classes, in company with their teachers, to study here, aided by the willing and helpful Librarian, increasingly good results would be attained by our schools. Our citizens already see good cause for congratulation in the successful methods which are tempting our three excellent allies—the Public School, the Manual Training School, and the Free Library—to work so helpfully together in the provision of needful material; and they have now become so thoroughly interlocked that the public purse must, in the future, make them in more equal degree its beneficiaries.

W. H. SCOTT,
President of Board of Trustees.

APPENDIX "A"

REPORT OF THE SECRETARY OF THE PUBLIC LIBRARY, ENDING DECEMBER 31, 1886.

RECEIPTS.

From December collection,	$3,923 37
" June "	3,621 15
" Fines,	333 89
" Sale of Park tree boxes,	7 75
Overdrawn with Treasurer December 31, 1886,	445 19
Total,	$8,331,35

DISBURSEMENTS.

Overdrawn with Treasurer December 31, 1885,	$587 60
Library supplies and expenses,	302 88
Rent and repairs to Library Room,	906 36
Freight,	8 59
Salaries,	2,641 00
Fuel and light,	368 68
Books,	1,143 24
Binding,	457 77
Reading Room,	333 24
Stationery,	23 45
Postage,	22 09
Catalogue,	1,249 20
Improvement to Library grounds,	34 75
Furniture,	12 50
Insurance,	240 00
Total,	$8,331 35

APPENDIX "B."

TRUSTEES.

	Term Expires.
Reuben C. Lemmon and Harvey Scribner, . .	Jan. 1, 1887.
Charles A. King and Emory D. Potter, jr., .	" 1, 1888.
William H. Scott and E. H. Norton, . .	" 1, 1889.
Erwin P. Raymond and Frank J. Hoag, . .	" 1, 1890.

OFFICERS OF THE LIBRARY.

President—William H. Scott.
Vice President—Charles A. King.
Secretary—Charles A. Dresser.
Librarian—Mrs. F. D. Jermain.
Assistant Librarians—Miss Rose Calvert, Miss Virginia Lungren, Miss Eliza Kent, Miss Julia Calvert.

STANDING COMMITTEES.

Library—Scott, King, Hoag.
Reading Room—Norton, Hoag, Raymond
Finance—Hoag, Norton, King.
Buildings and Grounds—Lemmon, Scribner, Raymond.
Membership—Potter, King, Scott.
Rules and Regulations—Scribner, Potter, Lemmon.



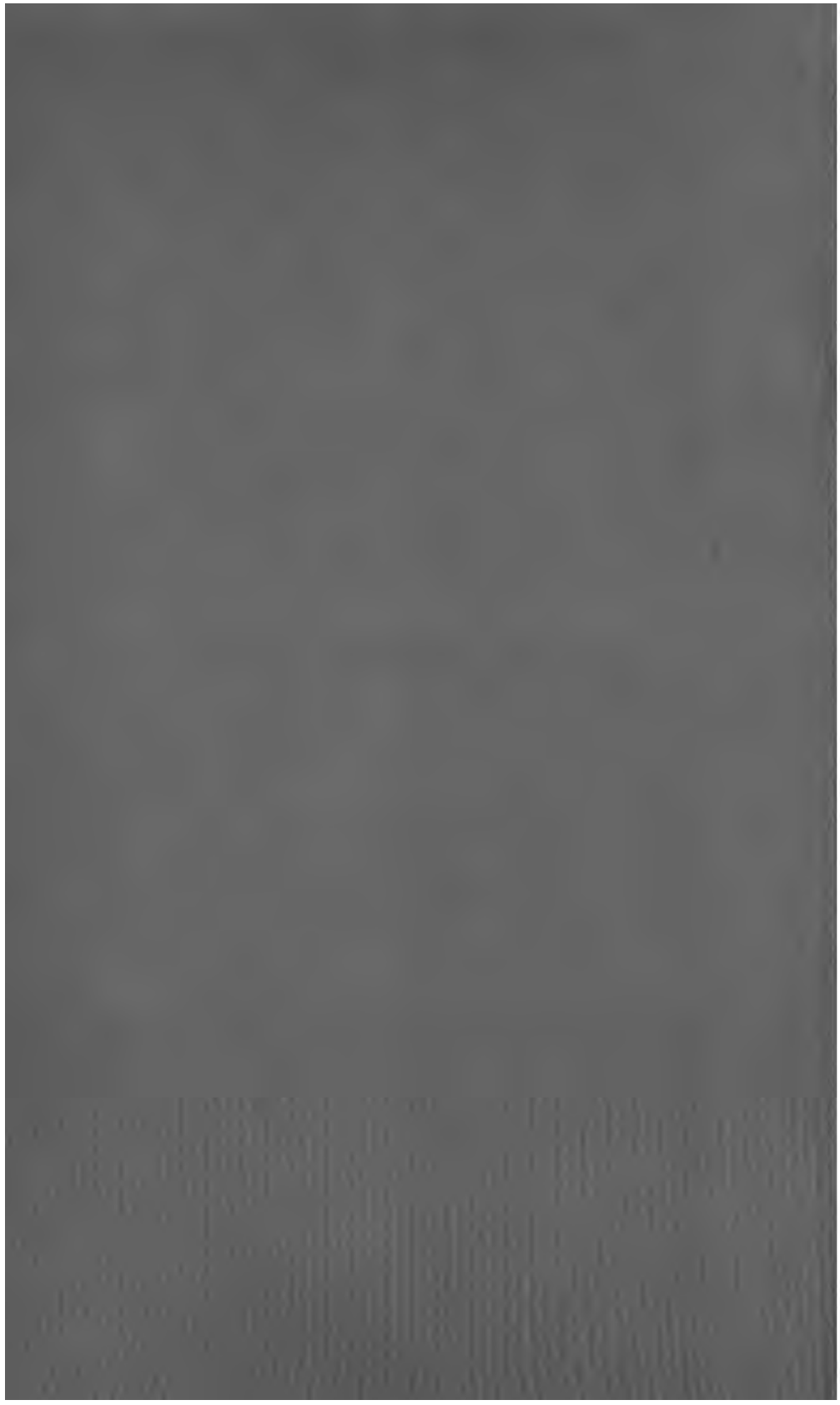


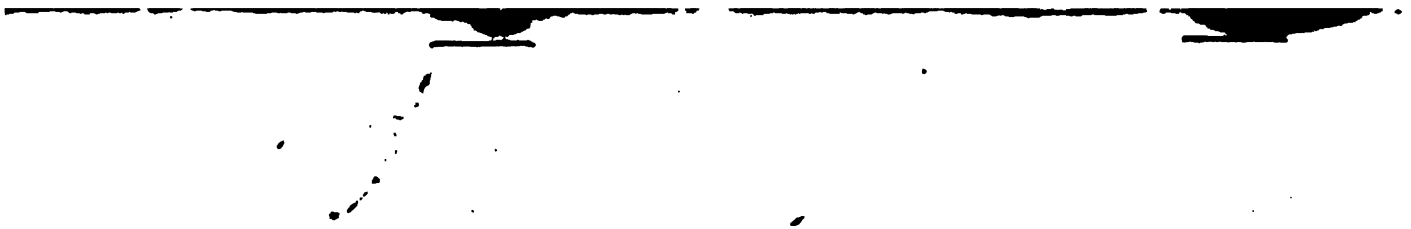
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from

Toledo Public Library.

1888.







TOLEDO PUBLIC LIBRARY.

FIFTEENTH ANNUAL REPORT

OF THE

Trustees Public Library

OF THE

CITY OF TOLEDO, O.

For the Year Ending December 31st,

1888.

TOLEDO, O.:
THE B. F WADE CO., PRINTERS.
1889.



TRUSTEES' REPORT.

To the Common Council of the City of Toledo:

In submitting the Fifteenth Annual Report of the Toledo Public Library, the Board of Trustees are glad to show that its rapidly increasing use has been attained by having reached so many qualities required for a popular library. The great increase in use of books during the last year—larger, even, than the phenomenal circulation in 1887—is by comparison as follows: In 1886 the number of books drawn was 102,708; in 1887, 113,456; in 1888, 130,110—an increase of 16,642 during the year. This shows a rapidly growing disposition to read, certainly very creditable if the general character of the books provided has been deserving. A broadening field of education demands a great increase of books in the line of material enterprise and progress, and the Public Library, while not providing any decreased supply for moral and intellectual wants, should fast become a principal educator in the direction of that great field of useful production made so tempting by the grand discoveries that applied chemistry and invention are now profusely giving to the world.

CIRCULATION COMPARED WITH OTHER CITIES.

	Vols in Library, 1888	Circulation in 1888.
Boston	492,956	934,593
Buffalo	~~584,405~~ 56,415	89,935
Brookline, Mass	32,700	52,025
Chicago	138,900	709,527
Cincinnati	168,444	210,968
Columbus	22,341	121,035
Dayton	25,451	68,460
Detroit	80,167	181,921
Enoch Pratt, Baltimore	492,956	934,573
Grand Rapids	16,649	98,317
Lawrence, Mass	29,942	104,920
Milwaukee	46,347	102,754
Newton, Mass	26,411	70,005
Omaha	19,104	95,485
Providence	34,758	82,179
San Francisco	51,533	89,313
St. Louis	66,296	118,026
Taunton, Mass	27,584	59,879
Worcester, Mass	70,350	137,015
Toledo in 1887	24,775	113,458
Toledo in 1888	26,610	130,110

The figures given are as shown in annual reports received.

Comparing the number of books circulated with the number of books contained in the above twenty-one public libraries, their average circulation is 2.85 drawings to each book in the library The number circulated for home use in the Toledo Public Library shows 4.58 drawings to each book in the library.

THE NEW LIBRARY BUILDING.

By the helpful efforts of our representatives in the Legislature, a special law was passed last winter providing for the issuing of bonds for the construction of a new library building, and to enable the trustees to purchase sufficient ground in addition to the canal property to provide a location extending in length from Madison to Jefferson street, and in width all the space between the "Myer's Block" and Ontario street. This will afford ample light for the building on all sides, and give sufficient ground around it for handsome outside surroundings. The arrangement of floor plans adopted is the happiest illustration that has come under our notice of a well-appointed public library.

It is a deserved compliment to Toledo architects that the trustees, after careful examination of a large number of plans submitted from East and West, found none so generally excellent and so suited to our wants as those submitted by E. O. Fallis & Co. and by D. L Stine & Co. While choosing those submitted by Mr. Fallis it was not without full recognition of the nearly equal excellence of Mr. Stine's plans, and their superiority also to any submitted by outside architects.

It has been thought desirable, since accepting first plan and estimate, to make a fire-proof building, to enlarge at some points, to use stone for exterior walls in place of brick, and in other important directions to better the original idea with additional expenditure, in order to attain the greatest safety, and to reach other necessary belongings to a city of rapid growth, and with the certainty that there can be no sound economy in omitting such essentials as must involve wasteful outlay, if postponed, and only to be attained by costly changes in the near future.

The space devoted to books being mainly upon the rear end of the building, its present capacity of about 60,000 volumes can be increased to double that number by extension toward Jefferson street, when found necessary, without destroying the symmetry of the building. A large portion of the second story can also be adapted to books. It is a source of disappointment, that acquiring title to sufficient additional ground needed before commencing work on the building, and delay at the stone quarries in furnishing promised stone, has retarded work so vigorously commenced. Our lease of present quarters has been extended to September next, when we expect the new building will be ready for use.

CO-OPERATION WITH THE SCHOOLS.

Advancing hand in hand with our public schools to such extent as its management has gradually been able to bring about, and with a most fortunate coincidence of effort in High-school and Manual Training school, we may now be proud of our very effective educational league

The necessary elementary knowledge of the old school system extended into the manual training department in the best uses of united brain and muscle, with continued opportunity through the Public Library in every channel of research, must now, by these united forces, create the true People's University. Without a jar in any of our relations—a harmony largely due to the intelligent interest and effort of Superintendent Compton, and H C. Adams the Principal of the High-school—no effort has been spared to render the library valuable to the pupils of the schools. The inducements offered by the Public Library to the youth of the Manual Training School for access to essential scientific works, now so rapidly multiplying, is one of the most valuable features of their excellent school opportunity. The Public Library, extending its usefulness to the great public outside the schools, has brought about the time when the poorest citizen can have access to a larger list of well-selected books than the fullest Western private library has ever attained.

CHARACTER OF BOOKS.

In noticing the occasional uninquiring raids made upon the management of the library on the ground of too great quantity of fiction placed upon our shelves, it may, perhaps, be only worth while to say that the point of view of the scholar on the one hand, and the average taxpayer on the other, differ so materially as to preclude an assortment entirely satisfactory to all the users of the library. The only question that can be entertained by those having the selection of its books, is the *quality* of the novels provided. While there are two or three grades of stories generally called for as "harmless," it may well be expected of our library that their character shall rise above that very negative test, and that books of the Southworth plane now so frequently found in our great public libraries, shall yield to a higher quality of fiction. That reform is gradually going on in all our best libraries as fast as their supporters will tolerate it. Reference to our catalogue and its monthly supplements will show that the Southworths, with other second-class fiction of somewhat higher character (and by no means bad books), have encouragingly given way to abundant stories of the highest quality. The whole cost of books purchased during the year was $2,367 The whole cost of fiction was $441.05, average cost per volume 74 cents, being less than 19 per cent of whole cost of books purchased, while the number of novels read was 58 per cent. of all the circulation. Our young men are improving, and call for a larger proportion of scientific books every year. The small call made by our young women for books that should be special helps for some chosen pursuit to enable them to cope with the young men in earning the best business positions, does not promise so well. This is a bad departure from the now recognized equal progress attained by them with the boys in the schools, and suggests the serious question why such favorable comparison maintained there should not continue to be sustained through the tempting opportunity afforded by our library.

CLASSIFICATION OF BOOKS, ETC.

There were in the Library, as shown by last report, 24,775 volumes.

The classification of books added in 1888 is as follows:

Travels,	115
Biography,	110
History,	149
Literature and Language,	178
Prose Fiction,	599
Theology,	97
Philosophy,	36
Useful Arts,	102
Fine Arts,	43
Natural Science,	57
Public Documents,	147
Directories,	7
Juveniles—duplicates 175, additions 80,	255
Poetry and Drama,	73
Sociology,	79
Catologues,	6
Bound Magazines,	207
Total,	2,260

Of the foregoing, 1,873 were acquired by purchase, and 387 by donations.

There have been 425 volumes worn out and lost—13 lost and paid for.

The net increase for the year has been 1,835 volumes. The whole number of volumes at beginning of present year is 26,610.

The library was open for delivery of books 305 days, 10 hours each day.

The number of books drawn for home reading,	130,119
The largest monthly issue was in March,	13,460
The smallest monthly issue was in September,	9,090

The largest weekly issue, March 12 to March 19,	3,106
The smallest weekly issue, June 6 to June 11,	1,932
The largest daily issue was February 11,	827
The smallest daily issue was June 7,	247
The daily average was,	461

The reading room has been open for Sunday afternoon use, from 2 o'clock to 6 o'clock P. M. Whole number of Sunday visitors in reading room, 1,203.

PERCENTAGE OF CIRCULATION.

Prose Fiction,	58.0
Juveniles,	22.0
Arts and Sciences,	2.8
Poetry and Drama,	1.0
History,	2.7
Travels,	3 2
Biography,	1.2
Miscellaneous,	3.0
Periodicals,	6 0

The whole number of Prose Fiction in the library in 1887 was 7,081. Present number, 7,368, being an increase of 287.

Number of new members, 1,971.

Members dead and left the city, 75.

The number of books bound and rebound was 893, costing $370.86.

The number of volumes repaired was 44.

The number repaired by librarians, 8,717.

The receipts from fines has been $341.52.

The number of postal cards sent for books overdue was 163.

IMPORTANT ADDITIONS.

Among the more important works purchased are: Winsor's Narrative and Critical History of America, additional volumes; De Puy's People's Encyclopedia, 2 vols.; Durny's History of Rome, 8 vols.;

Lanciana's Ancient Rome in the Light of Recent Discoveries; Modern Machine-shop Practice, 2 vols., by Rose; Mrs. VanRensalaer's Henry Hobson Richardson and His Works; Notes and Queries, English, 76 vols.; Mrs. Lamb's History of New York; Lotze's Microcosmus, 2 vols.; Stranahan's History of French Painting; The World, Its Cities and Its People, 9 vols.; Brown's Countries of the World, 6 vols.; Greeley's Three Years of Arctic Service, 2 vols.; Aggassiz; Three Cruises of the Blake, and many expensive and valuable works in history, travels, and the application of science to useful arts; Waggoner's History of Toledo and Lucas County.

Among public documents: Reports of Fish Commission. On Forestry in Europe. Commercial Relations. Tariff Laws of Mexico. Bimetalism in Europe. Reports of Commissioner of Labor. Signal Service Officer. Life Saving Service. Official Record of War of the Rebellion. Monographs of the U. S. Geographical Survey. Smithsonian Collections. American State Papers. Cruise of the Revenue Marine Steamer Corwin in the Arctic Ocean, 1885.

DONATIONS.

From the Royal Society of Canada, 1887. Mr. R. Locke, 33 vols. Mr. W. T. Walker, 14 vols. Mr. E. D. G. Prime, Mrs. J. M. Comly, Miss C. Mott, Mrs. E. Thompson, Stamford, Conn.; Mrs. C. Frank, Capt. O. Hopkins, Hon. O. S. Brumback, Mrs. George E. Pomeroy, Mrs. Albert Scott, F. J. Scott, Rev. A. G. Jennings.

BOOKS IMPORTED.

Through the opportunity afforded by the 20 per cent. exemption from duty on books purchased for American libraries, our last year's trial of direct importations of valuable European publications has afforded some advantage as compared with home purchase of scientific books especially, and the best opportunity to procure needed works only published abroad.

GERMAN AND FRENCH BOOKS.

Intelligent German readers have aided in selecting the best books in the German tongue, and many needed works in that language have

been added to gratify those of that nationality who do not find in the best English translation the full force and meaning of their native tongue. Quite a number of French works have been added since our last report in response to an increasing call for them. A larger number in both languages will be added the present year.

ART COLLECTIONS.

From lack of suitable apartments it is hardly necessary to say that the domain of fine art has occupied relatively small space. With the conveniences of the new building should come contributions of art, including a museum, furnished largely by citizens.

THE LIBRARIANS.

Nothing has contributed more to the rapidly growing use and value of the library than the intelligent, helpful, and always kindly aid afforded by our accomplished librarians, Mrs. F. D. Jermain and her courteous assistants. The service of the library has been recognized and best appreciated by those who have made largest use of its opportunities.

W. H. SCOTT,
President of Board of Trustees.

APPENDIX "A."

REPORT OF THE SECRETARY OF THE PUBLIC LIBRARY FOR THE YEAR ENDING DECEMBER 31, 1888.

RECEIPTS.

From December collection,	$ 3,948 33
" June "	3,899 58
" fines,	341 52
" sale of catalogues and books,	26 50
Overdrawn with treasurer December 31, 1888,	227 90
Total,	$ 8,443 83

RECEIPTS ACCOUNT NEW LIBRARY BUILDING AND GROUNDS.

From sale 30,000 library bonds,	30,018 75
Total,	$38,462 58

DISBURSEMENTS.

Overdrawn with treasurer Dec. 31, 1889,	$ 544 20
Library supplies and expenses,	453 00
Rent,	850 00
Freight,	9 15
Salaries,	3,092 70
Fuel and light,	287 53
Books,	2,367 11
Binding,	370 86
Reading room,	349 56
Stationery,	10 25
Postage,	13 29
Advertising and printing,	96 18
Total,	$ 8,443 83

DISBURSEMENTS ACCOUNT NEW LIBRARY BUILDING AND GROUNDS.

Library grounds purchased,	$13,473 00	
Library building,	7,527 11	
Interest on bonds,	675 00	
Cash on hand,	8,343 64	30,018 75
		$38,462 58

APPENDIX "B."

TRUSTEES.

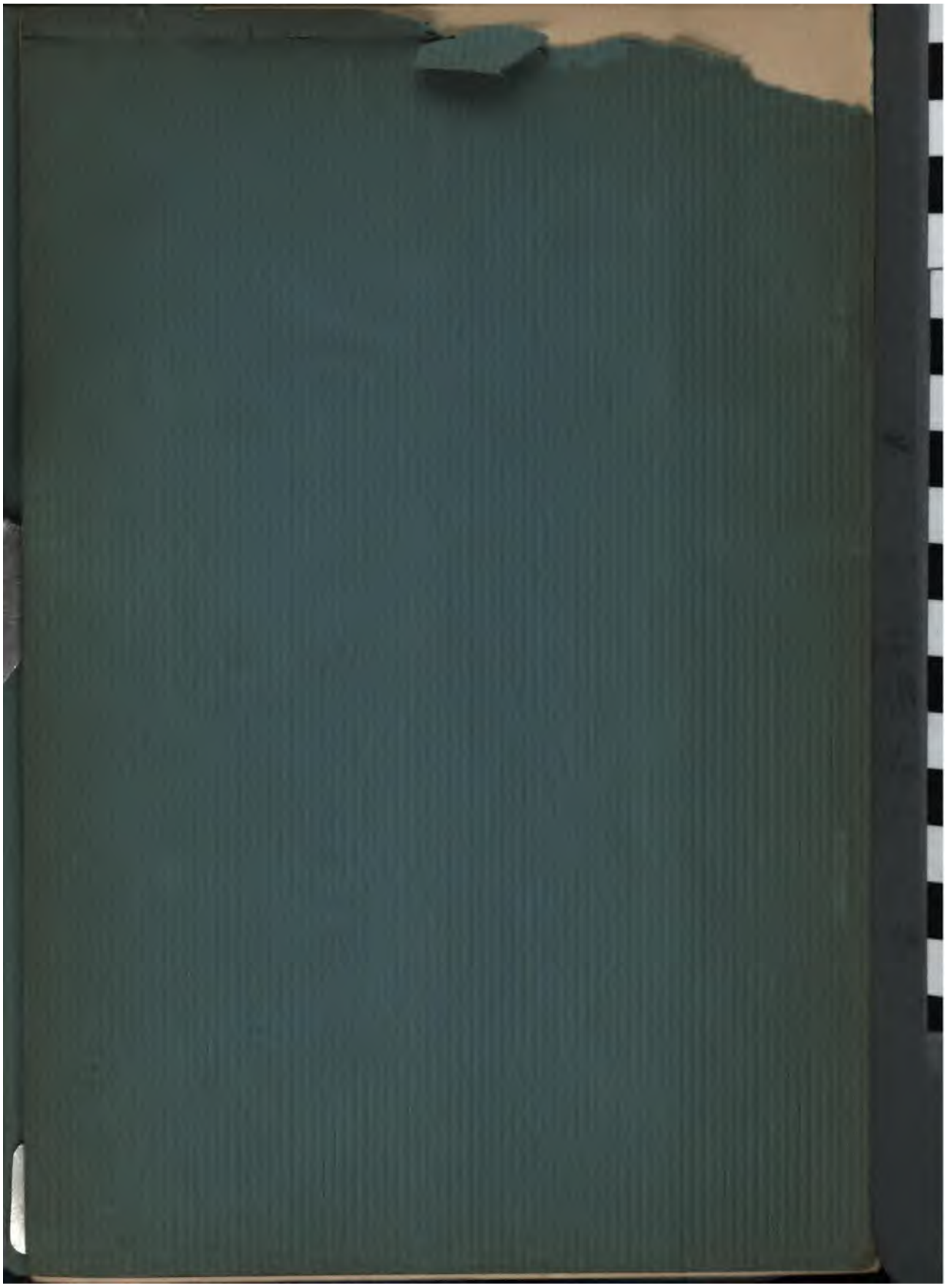
	Term Expires.
William H. Scott and Franklin Hubbard,	Jan. 1, 1889
Erwin P. Raymond and Frank J. Hoag,	" 1, 1890
Reuben C. Lemmon and Harvey Scribner,	" 1, 1891
Charles A. King and Emery D. Potter, Jr.,	" 1, 1892

OFFICERS OF THE LIBRARY.

President—William H. Scott.
Vice-President—Charles A. King.
Secretary—Charles A. Dresser.
Librarian—Mrs. F. D. Jermain.
Assistant Librarians—Miss Rose Calvert, Miss Eliza M. Kent, Miss Maggie G. Gasoway, Miss Carrie J. Wales, Miss Julia Calvert.

STANDING COMMITTEES.

Library—Scott, King, Hoag.
Reading Room—Hoag, Potter, Raymond.
Finance—Hoag, King, Hubbard.
Buildings and Grounds—Hubbard, Lemmon, Scribner.
Membership—King, Potter, Scott.
Rules and Regulations—Scribner, Raymond, Potter.



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From

TOLEDO

Public Library.

1889.





ILLUSTRATION
By Permission TOLEDO BEE COMPANY

TOLEDO PUBLIC LIBRARY.

SIXTEENTH ANNUAL REPORT

OF THE

Trustees Public Library

OF THE

CITY OF TOLEDO, O.,

For the Year Ending December 31st,

1889.

TOLEDO, OHIO,
TOLEDO BEE COMPANY.
1890.

TRUSTEES REPORT.

To the Common Council of the City of Toledo:

The Trustees of the Toledo Public Library herewith submit their 16th annual report:

There could be no better indication of the great value of a good public library than the cordial approval and encouragement given by our citizens in support of this additional financial burden to other expensive, and quite commonly regarded as more absolutely needed, requirements. While there will always be wide range of opinion as to what attainments are now most essential in a growing commercial city still deficient in some commonly recognized material necessity, it has been very encouraging to the trustees to have seen no obstacle placed in the way of providing a creditable building to hold a large library of the first quality. Such provision has gone on as unchallenged as the neccessarily great outlay for our public schools, which now make good use of nearly one-half of all our corporation expenditures.

The time has arrived when the Public Library, as well as the Public School, is an accepted public necessity. This encouragement given alike by our city government, press, and people, and without a known instance of public dissent in the course of our late progress toward a new library building, is a happy acknowledgement of its necessity.

ITS BENEFITS TO USEFUL OCCUPATIONS.

The effort that is giving us our beautiful new structure, capable of affording all classes healthy intellectual aliment for and beyond our schools, finds additional stimulus in the practical help it is lending to those engaged in industrial pursuits by providing books to help them to a better knowledge of all their occupations. This is especially true in a growing commercial city like ours that must get life and growth largely from improving mechanical methods, and the best means of transportation. With reliable sources of information conveniently

at hand in chemistry, electricity, and of the best agents of the factory and the mine, and of all good invention and construction, no other opportunity is afforded equal to that presented by a large and well maintained public library. The coming Stevensons, McAdams, Telfords, Whitneys, Howes, Ericssons, McCormicks and Edisons, are here offered ready access to helps quite out of the reach of most of these heroes of the earlier achievements. Public libraries, well stocked with technical literature, cannot fail to furnish a stimulus quite certain to make them coincident with centers of great activity and progress. No better illustration can be produced than that furnished by one of the ablest librarians in this country —Mr. S. S. Green, of Worcester, Mass. At the last meeting of the American Library Association he said that "Eli Whitney inventor of the cotton gin, Erastus B. Bigelow, inventor of cotton machinery, Elias Howe, inventor of the sewing machine, were natives of Worcester county, Mass., which was always a center of inventive activity. This is a banner county as regards libraries—there being between forty and fifty libraries in that county." Their economic value to our cities is illustrated by Mr. Green's statement that Judge M. W. Oliver and G. W. Kittredge, of Cincinnati, were authority for the fact that "the information derived from three volumes in the public library, which could not have been obtained elsewhere at the time, saved the people of Cincinnati, in its contract with the gas company at least $33,500 annually for the next ten years. There is no doubt but that 7 cents per 1,000 feet reduction was due to the assistance rendered by these books." With such results in sight as must come from perfected methods of adapting the three great elements destined to afford increased rapidity in the transmission of intelligence, the highest comfort of the household, and the most economical propulsion of machinery—electricity, oil and natural gas—there is an invitation to the study of electricity, mechanics and chemistry, so tempting that more works have been published on these subjects in the last two years than in all the previous ten years put together; so that our citizens, few of whom have not at least an indirect interest

in them, will find a generous supply in the public library, while as fully as possible it will furnish the best literature of every occupation.

ITS AID TO THE SCHOOLS.

While our teachers are gradually leading their pupils to enlarge the various elementary knowledge taught in the schools, by increasing use of the library, we have hitherto seriously felt our lack of suitable opportunity in our old quarters to give them the best assistance in the use of such books as should be freely used with, and succeed school study. The new building with its ample accomodations should now tempt a larger use of its treasures by both teachers and scholars; and its close proximity to both High and Manual training school, will be an additional incentive. Useful books not yet found in the library, will be freely added when needed by the various school departments. Recommendations, by intelligent citizens, of good books overlooked in our purchases, will be a valuable help to avoid such omissions as their own wants and various tastes may detect. Readers in the original German and French can helpfully suggest additions likely to be overlooked in our foreign selections. Some of our scholarly German and French residents have given useful assistance in this department, and with their growing numbers material aid may be expected from their favors in the future.

SUNDAY USE OF LIBRARY.

The opening of the reading room on Sunday has been recognized as so indispensable, that with our future facilities its benefits may now well be enlarged and greater opportunity, also, afforded for the free use of books to be read in the library. Good reading here should supplement, and properly extend, the best teachings of the pulpit, and tempt to higher than the average traditional conceptions of Sunday. Justin Winsor, very prominent among distinguished librarians, embodies the experience of a large majority of our great public libraries: "I think that the hours that the library is opened must correspond

to the hours in which any considerable number of people will come to it. All night, if they will come all night; in the evening certainly, and on Sundays by all means."

BOOKS IMPORTED.

Direct importation of scientific and other valuable works, procured at smaller cost by means of exemption for public libraries of the 20 per cent. duty, and often not published in this country at all, gives sufficient encouragement to continue buying foreign publications in limited proportion.

ART COLLECTIONS.

In the domain of fine art little opportunity has been afforded in the old quarters to care for, and properly present, such attractive publications as advanced wants have provided in the new library buildings of our sister cities. Now that we are able to find suitable place for them, as liberal purchases will be made as our growth and means may encourage. Our appreciating citizens, with such temptations offered them as the new building will afford, to properly place and protect all contributions, should have larger motive to encourage, as other cities are generally doing, the artistic taste of those who are not able to own what considerate donors might well devote to public use. The happy beginning already made by a number of our citizens who have procured Whitlock's excellent picture of our once fellow citizen, Chief Justice Waite, to be placed in the library, is one that will, no doubt, lead to placing upon its walls portraits of others who have been prominently and usefully identified with our growth.

LOCAL ARCHIVES.

That this should be the central and proper depository for a great and useful variety of the historical and local archives and other matter pertaining to this city, should be obvious. Now that there is to be liberal room for this, there should be gathered here from our city offices and the homes of many of our citizens that which should be made of general benefit.

CLASSIFICATION OF BOOKS.

There were in the library, as shown by the last report, 26,610 volumes.

The classification of books added in 1889 is as follows:

Travels—duplicates 14, additional 109,	123
Biography—duplicates 7, additional 124,	131
History—duplicates 12, additional 139,	151
Literature and Language,	171
Prose Fiction—duplicates 123, additional 214,	337
Theology,	127
Philosophy.	69
Useful Arts	119
Fine Arts,	86
Natural Science,	97
Public Documents,	181
Directories,	80
Juveniles—duplicates 86, additional 78,	164
Poetry and Drama,	67
Sociology,	108
Bound Magazines,	178
Catalogues,	8
Total	2,196

Of the foregoing 1,908 were acquired by purchase and 288 by donations.

There have been 307 volumes worn out—13 lost, and paid for.

The net increase for the year has been 1,889 volumes. The whole number of volumes at beginning of present year is 28,499.

The library was open for delivery of books 304 days, 10 hours each day.

The number of books drawn for home reading	131,607
The largest monthly issue was in March,	13,201
The smallest monthly issue was in September,	8,957
The largest weekly issue was March 4 to March 9,	3,268
The smallest weekly issue, September 9 to 14,	1,831

The largest daily issue was February 23, . . 866
The smallest daily issue was September 4, . . 247
The daily average was 433

The reading room has been opened for Sundy afternoon use from 2 o'clock to 6 o'clock p. m. Whole number of Sunday visitors in reading room, 1,116.

PERCENTAGE OF CIRCULATION.

Prose Fiction. 57.9
Juveniles 21.9
Arts and Sciences, ... 2.9
Poetry and Drama, ...9
History, ... 2.9
Travels, ... 3.2
Biography 1.9
Miscellaneous, ... 3.1
Periodicals, ... 5.3

The whole number of prose fiction in the library in 1888 was 7,368. Present number is 7,586, being an increase of 218.

Number of new members, 1,469.

Members dead and left the city, 45.

The number of books bound and re-bound and repaired was 2,304.

The number repaired by librarians, 12,146.

The receipts from fines, $349.99.

The number of postals sent for books overdue, 210.

AMONG IMPORTANT ADDITIONS,

"Bryce's American Commonwealths," 2 vols.; "Fay's Three Germanys;" "Ward's English Poets," 4 vols.; "Democracy in Europe, May;" "History of the Indian Mutiny," 7 vols.; "Curtis's Life of Motley," 2 vols.; "Madame de Stael, Blennerhasset," 2 vols.; "India under Queen Victoria," 2 vols., Trotter; "Cruise of the Marchesa to Kamschatka," Guillermard; "Walker's New Atlas of the World;" "History of the Construction of the St. Louis Bridge;" "The American Railway—Its Construction, Management, etc." by leading railway mag-

nates; "New Century Dictionary;" Wright's Ice Age in North America;" "Shaler's Aspects of the Earth;" "Siemen's Scientific Works;" 3 vols.; a large number of valuable works on the application of electricity; additional volumes of "Winsor's Narative of Critical History of America;" "Cambridge University Bible Studies," 30 vols.; "Annual Reports of the Secretaries of State, War, Navy, Interior, Postmaster-General;" "Reports of Bureau of Ethnology," "Commissioner of Fish and Fisheries," "Signal Service," "Coast Survey," "Indian Education and Civilization;" "Commissioner of Labor," "Life Saving Service;" "Official Record of the War of the Rebellion;" "Report of the United States Nicaraugua Surveying Party," 4 vols.; "Tenth Census Report," "United States expedition to Lady Franklin Bay;" additional volums of "Roster of Ohio Soldiers;" "Smithsonian Reports."

THE LIBRARIANS.

The Trustees attribute the usefulness of the library very largely to the intelligent and watchful service afforded by our accomplished and ever-helpful librarian, Mrs. Jermain, and also to the alertness and fidelity of her willing assistants, who have been so long in the library as to have learned how to gratify the wants of all classes of readers.

For the Board of Trustees

W. H. SCOTT, President.

APPENDIX "A."

REPORT OF THE SECRETARY OF THE PUBLIC LIBRA
THE YEAR ENDING DECEMBER 31, 1889.

RECEIPTS.

From December collection,	$ 6
" June "	6
" fines,	
" sale of catalogues,	
" sale of books,	
Total	$ 1

DISBURSEMENTS.

Overdrawn with treasurer Dec. 31, 1888,	$
Library supplies and expenses,	
Rent,	1
Freight,	
Salaries,	
Fuel and light,	
Books,	1
Binding,	
Reading Room,	
Stationery,	
Postage,	
Advertising and printing,	
Insurance,	
Interest, (18 months)	
Balance with treasurer Dec. 31, 1889,	
Total,	$ 1

APPENDIX "B."

TRUSTEES.

	Term Expires.
Erwin P. Raymond and Frank J. Hoag,	Jan. 1, 1890
Reuben C. Lemmon and Harvey Scribner,	Jan. 1, 1891
Charles A. King and Emery D. Potter, jr.,	Jan. 1, 1892
William H. Scott and Franklin Hubbard,	Jan. 1, 1893

OFFICERS OF THE LIBRARY.

President—William H. Scott.
Vice President—Charles A. King.
Secretary—Charles A. Dresser.
Librarian—Mrs. F. D. Jermain.
First Assistant Librarian—Miss Rose Calvert.
Assistant Librarians—Miss Eliza M. Kent, Miss Maggie G. Gassoway, Miss Julia Calvert, Miss Carrie J. Wales, Miss Charlotte Whittaker.

STANDING COMMITTEES.

Library—Scott, King, Hoag.
Reading Room—Hoag, Potter, Raymond
Finance—Hoag, King, Hubbard.
Building and Grounds—Hubbard, Lemmon, Scribner.
Membership—King, Potter, Scott.
Rules and Regulations—Scribner, Raymond, Potter.



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From

..... TOLEDO

Public Library.

••••• 1890 •••••





ILLUSTRATION
By Permission Toledo Bee Company.

TOLEDO PUBLIC LIBRARY.

SEVENTEENTH ANNUAL REPORT

—OF THE—

Trustees Public Library

—OF THE—

CITY OF TOLEDO, O

For the Year Ending December 31st,

1890.

TOLEDO, OHIO,
TOLEDO BEE COMPANY.
1891.



TOLEDO PUBLIC LIBRARY.

SEVENTEENTH ANNUAL REPORT.

To the Common Council of the City of Toledo:

The Trustees of the Toledo Public Library herewith submit their 17th Annual Report.

As occupation of our new building is a memorable event in the history of the Free Public Library, a proper occasion is presented for some account of its provision and construction. It also makes this a suitable time to furnish a brief history of the origin and design of an educational institution now become as necessary to the universal reader, as it is indispensible in extending the elementary knowledge of the public school, which is but the alphabet of education.

Though Toledo possessed an excellent school system, it was becoming manifest when the first movement for a free library commenced, that our Library Association, sustained by subscription, was regarded as a luxurious burden by that large mass of people who, though not disinclined to read, were not able to share in its support equally with wealthy people. The fruits of this conclusion were a movement that gave to Toledo the honor to be the first city in Ohio, and one of the first in the west, to provide a free library, quite independent of any direction and control of a Board of Education in its management. Happily coincident with this fortunate movement, was the inception of our Manual Training School, whose subsequent notable success and progress are now known and emulated, and have distinguished our city; so that with our three great public educational institutions, working most helpfully together, we may well be hopeful of all that schools and books may accomplish.

With the belief that free libraries sustained by unwilling, as well as by willing, large property holders, were as necessary educators as free schools, and inseparable allies, a bill was drafted providing one for Toledo, which passed the Legislature April 18th, 1873, and the Toledo Public Library was formally organized by the passage of a Resolution in the Common Council, "deeming it essential to establish a Library and Reading-room," and a tax of $\frac{5}{10}$ of a mill was levied for its maintenance as provided by the law. The Board of Trustees, composed of nine members, of whom the Mayor being ex-officio one, four nominated by the Board of Education, four by the Common Council, and all appointed by the latter, organized on the 24th of June, 1873. By the organic law the Board of Education was directed to "transfer to the custody and control of the Trustees of the Library whatever library or libraries may be in their possession or control, except such books of reference, maps or charts, as the Board of Education may think proper to retain for use in school buildings, and thereafter no tax shall be levied by such Board of Education for a library fund."

The new library was opened in the "King Block," corner of Summit and Madison Streets, where it remained until removed to its present ample quarters.

At a meeting of the Trustees, January 21st, 1888, to provide a new Library Building, a special committee was appointed to draft a bill amending the act of 1873 establishing a public library in Toledo. May 1st passage of the bill was reported, and a committee was appointed to ascertain the cost of securing a frontage on Madison Street with the view to extend the library grounds to that street and front the building upon it. On May 5th the committee reported that they had interviewed nearly all the owners of property on Madison Street desired to add to library grounds and found the amount necessary to purchase would be about $13,325, and recommended that the ground be purchased at not more than $13,500 for 106 feet frontage on Madison Street, and enough from the rear of Erie Street lots to make a uniform width through to rear of grounds on Jefferson Street. May 9th, 1888, special committee reported that they had interviewed nearly all the owners of the desired property on Madison Street within 106 feet of Ontario, making total price $13,607 and the committee were authorized to pur-

chase at price not to exceed $14,000, with instructions to request the City Auditor to place on tax list a levy of $\frac{1}{10}$ of a mill as provided in the new law; and it was resolved that bonds be issued by the Trustees to the amount of $45,000 and placed in custody of the Sinking Fund Commissioners to be disposed of as they might be required by the Library Trustees, and that the architects of this and other cities be asked to submit plans to the Board for a library building costing about $40,000. July 25th, 1888, the Board, after a careful examination of the plans submitted by the following architects: D. L. Stein and E. O. Fallis, Toledo; Fred. E. Townsend, Cincinnati; N. Gillisheimer, A. B. Jennings and New York Building Plan Company, New York City; J. B. Lyman, Yonkers, New York; C. C. Yost, Minneapolis, and H. B. Wheelock, Chicago. E. O. Fallis & Co.'s plans were adopted. January 26th, 1889, a resolution was passed asking the General Assembly to authorize the Library Board to borrow $35,000 with which to complete the building, and on March 12th, 1889, the bill passed the legislature.

Two leading conditions were to be kept in view: First, such moderate expenditure of money as judicious economy should dictate where other necessary public wants were also pressing; and next the gratification of certain absolute requirements—among the most important of which were ample room for storage in the most convenient manner possible for no less than 60,000 volumes of books on the first floor, economical facilities for administration by the librarians, and with the no less important aim, to help the community in a simple and satisfactory manner to all library material. And having provided for this, as well as for safety and permanence to finally enclose it within walls that should be as pleasng to the eye, and with as much beauty and good taste as most of our growing cities are now demanding in their leading public structures.

After careful observation in the best public libraries of our country, together with the lessons of our own seventeen years of trial, the fruits have been a disposition of floor plans convenient to each other so that all may be constantly under the eye of the librarians without removing from their desks or interfering with their duties in the book rooms, window lighting ample on all the four sides and striking the well arranged book shelves and reading-rooms to the best advantage. The

result has been a building as a whole beautiful, substantial and thoroughly safe and permanent in all its construction. The composite general outline of its styles of architecture is the early Norman, with a mingling of the nearly related Byzantine. Its exterior, now completed, is justly admired and appreciated by our citizens. Its interior, while not yet quite completed, suggests no lack of good correspondence with its outer form and material. In the mechanical construction of the building the various contractors of stone, brick, iron, plaster, wood, glass, &c., have produced thorough and acceptable work. In appendix "D" is shown the part each has taken in it.

The first approximate estimate by the Trustees, when designs were invited from the architects, did not intend a fire-proof building, but upon further consideration it was not deemed prudent by them to stop short of attainable safety to a beautiful structure containing a large proportion of books and other invaluable material not possible to replace, and having much more than any Insurance Company's commercial estimate of value. While the original designs as to form and arrangement have been carried out, the substitution of fire-proof construction throughout, from basement to roof—iron and fire-clay displacing all inflammable material, so that no wood whatever has been used except what appears to the eye in the floor surfaces and furniture, even the book-cases being mostly of iron. This essential increase in cost of construction, together with other consequent changes deemed imperative, made necessary an additional appropriation of $35,000.

With large necessary increase of books in correspondence with the demands of our reading population, there will soon come the necessity to increase our present shelf capacity. The second story, above the present reading-room, may receive our reference books when the necessity arrives; and when that shall all be occupied, the full high lights of our large book room will permit a second stack above the present alcove shelves when they have been filled.

ITS RELATIONS TO OUR SCHOOLS.

It has been our hope that the Public Library may have closer relations with our Public Schools than has been possible

in the old quarters; and one of the most valuable means of bringing about effective co-operation should be the provision of one or more rooms where teachers and scholars may freely enter to find and discuss together such books as should sometimes accompany, and always succeed school study. It has been well said by the accomplished U. S. Commissioner of Education, that, "the school for the most part finds its function in teaching *how* to read. The newspaper and the library furnish *what* to read." Our Public Schools and Colleges must give the preliminary preparations for education. The library the means to complete it through the published experience of the great world at large.

SUNDAY USE OF LIBRARY.

An increased Sunday use of the reading-rooms will result from the temptations now presented by our enlarged facilities in the way of comfortable and attractive quarters for visitors, and to that portion of the community, particularly, who will prize this opportunity so often precluded by business confinement on week days. The liberal provision now being made of the very best of good books and periodicals, is certain to be one of the effective forces at the command of our citizens to lessen the temptations of many bright young people to indulge in the unworthy attractions of our streets.

BOOKS IMPORTED.

As a rule a large proportion of scientific and other popular works have been obtained at cheaper rates from European publishers than from our own, and the exemption of twenty per cent. duty on public library importation of books, continues a temptation to buy selected lists where prices have been found materially less than given us by home dealers.

ART COLLECTIONS.

Our spaces await the generous disposition of able citizens to fill them with the various objects of art that should adorn the interior of our noble building. Among specially valuable contributions made during the year may be mentioned:—Four

elegant Photogravures—"Roman Views."—presented by Mrs. Emily Worthington. "Recent Ideals of American Art," and "Selected Pictures from Public and Private collections in the United States," both sets generously presented by Mr. G. O. Crowell.

CLASSIFICATION OF BOOKS.

There were in the Library, as shown by the last report 28,499 volumes.

The classification of books added in 1890 is as follows:

Travels—duplicates 18, additional 61,	79
Biography—duplicates 4, additional 83,	87
History—duplicates 6, additional 71,	77
Literature and Language,	109
Prose Fiction—duplicates 297, additional 204,	501
Theology,	62
Philosophy,	41
Useful Arts,	67
Fine Arts,	32
Natural Science,	56
Public Documents,	150
Directories,	4
Juveniles—duplicates 81, additional 44,	125
Poetry and Drama,	44
Sociology,	64
Bound Magazines,	326
Catalogues,	5
Total,	1,829

Of the following, 1,630 were acquired by purchase and 119 by donations.

There have been 490 volumes worn out, 30 lost and paid for.

The net increase for the year has been 1,339 volumes. The whole number of volumes at beginning of present year is 29,838.

The Library was open for delivery of books 261 days. Closed forty-three days for removal from old to new quarters.

The number of books drawn for home reading,	95,040
The largest monthly issue was in January,	13,020

The smallest monthly issue was in August, . . 7,376
The largest weekly issue was March 17 to March 22, 3,121
The smallest weekly issue was Sept. 1 to Sept. 6, . 1,615
The largest daily issue was Feb. . . . 784
The smallest daily issue was August 4, . . . 181
The daily average was, ... 356

The reading room has been open for Sunday afternoon use from 2 o'clock to 6 o'clock p. m.

The whole number of prose fiction in the Library in 1889 was 7,586. Present number is 7,763.

Number of new members, 1,464.

Members dead and left the city, 206.

The number of books bound and re-bound and repaired was 485 volumes.

The number repaired by librarians, 9,692.

The receipts from fines, $230.74.

The number of postals sent for books overdue, 212.

PERCENTAGE OF CIRCULATION.

Prose Fiction, ... 57.1
Juveniles, ... 21.2
Arts and Sciences, ... 3.3
Poetry and Drama, ...9
History, ... 2.9
Travels, ... 2.3
Biography, ... 2.2
Miscellaneous, ... 3.4
Periodicals, ... 5.7

AMONG IMPORTANT ADDITIONS,

An ancient wall map of the United States; Monuments of Wasington's Pariotism and letters by George Washington on Agriculture, published in 1816, presented by Judge R. C. Lemmon; "Oriental Linguistic Essays," 6 vols., presented by the author, Robert Cust, of England; an illustrated description of the Johns Hopkins Hospital, Baltimore, presented by Mr. Frank E. Waters, Baltimore; a number of important Government and State Reports from the Hon. W. T. Walker. And, among the more important works added by purchase for the

library are: "Walker's International Atlas;" Steedman and Hutchinson's "Library of American Literature," 11 vols.; Grove's "Dictionary of Music and Musicians," 5 vols.; The Century Company's Battles and Leaders of the Civil War, 4 vols.; "Autobiography of Joseph Jefferson;" Bancroft's "Native Races of the Pacific States," 29 vols.; "Cyclopedia of the United States," 2 vols.; "Smalley's London Letters," 2 vols.; Atkinson's "Industrial Progress of the Nation," 2 vols.; Weedon's "Economical and Social History of New England;" "In Darkest Africa," Stanley, 2 vols.; "Problems of Great Brittain," Dilke; "Notes and Queries," 89 vols.; Valuable Magazines from the James M. Comly Library, 73 vols.; Life of John Ericson, 2 vols.

DEPOSIT OF CITY ARCHIVES.

Of first importance is a transfer of the custody, for the purpose of greater safety as well as general convenience, of many of the archives and much other valuable matter at present insecure in our almost entirely unfire-proof city department buildings. Much of this can not be replaced if burned. Place should be made in the Library for such of these records as are not in frequent use a good deal of it to remain there permanently and conveniently accessible to the people at large, and other precious department matter until fire-proof city buildings are provided.

For the Trustees,

W. H. SCOTT, President.

APPENDIX "A."

Report of the Secretary of the Public Library for the Year Ending December 31, 1890.

RECEIPTS.

Balance with Treasurer December 31, 1889,		$ 959 30
From December collection,		6,979 80
" June "		6,197 40
" Fines		230 74
" Insurance rebates,		11 80
" Sale of shelving,		29 45
" Reading room,		8 75
" Advance on December collection, 1890,		3,500 00
Total Library fund,		$17,917 24

BUILDING FUND.

From sale 80,000 library building bonds,	$80,000 00	
From Interest and Premiums,	617 25	80,617 25
Over drawn with Treasurer, December 31, 1890,		747 63
		$99,282 12

DISBURSEMENTS.

Library supplies and expense,	$ 698 43
Rent,	300 00
Freight,	12 58
Salaries,	3,843 98
Fuel and Light,	526 65
Books,	1,765 17
Binding,	265 75
Reading Room,	368 95
Stationery,	6 74
Postage,	15 19
Advertising and Printing,	61 75
Insurance,	24 00
Taxes,	130 33
Interest,	3,376 68
Bonds Paid,	3,000 00
Furnishings,	592 08
Furniture and Fixtures,	1,555 20
Total Library disbursements,	$16,543 48

BUILDING FUND DISBURSEMENTS.

Real Estate, . . .	$13,473 00	
Library Building, . . .	69,265 64	82,738 64
		$99,282 12

APPENDIX "B."

TRUSTEES.

	Term Expires.
Reuben C. Lemmon and Harvey Scribner, .	Jan. 1, 1891
Charles A. King and Emery D. Potter, jr., .	Jan. 1, 1892
William H. Scott and Franklin Hubbard, .	Jan. 1, 1893
Erwin P. Raymond and Frank J. Hoag, . .	Jan. 1, 1894

OFFICERS OF THE LIBRARY.

President—William H. Scott.
Vice President—Charles A. King.
Secretary—Charles A. Dresser.
Librarian—Mrs. Fanny D. Jermain.
First Assistant Librarian—Miss Rose Calvert.
Assistant Librarians—Miss Eliza M. Kent, Miss Maggie G. Gassoway, Miss Julia Calvert, Miss Carrie J. Wales, Miss Charlotte Whittaker.

STANDING COMMITTEES.

Library—Scott, King, Hoag.
Reading Room—Hoag, Potter, Raymond.
Finance—Hoag, King, Hubbard.
Building and Grounds—Hubbard, Lemmon, Scribner.
Membership—King, Potter, Scott.
Rules and Regulations—Scribner, Raymond, Potter.

APPENDIX "C."

BOOKS AND PAMPHLETS DONATED DURING THE YEAR 1890.

	VOLS.	PAM.
Anonymous.		19
Ashley, Hon. J. M.	2	4
Bonham, Mr. J. M., N. Y., . . .	2	

	VOLS.	PAM.
Colgate, Mr. J.,	3	2
Cornell University, N. Y.		1
Costa Rica, Gift of Pub.,		1
Crowell, Mr. M. L.,	3	
" " "	1	
" " "	1	
Cust, Mr. Robert, England,	6	1
Forbes, Prof. G., London,		1
Fowler, Mr. F. A., N. Y.,		2
Harvard University,		2
Haynes, Mr. T., Boston,		1
Lemmon, Hon. R. C.,	6	
" " "	Map.	
Bangor Public Library, Bangor, Maine,		1
Boston " " Boston, Mass.,		1
Bridgeport, Public Library, Bridgeport, Conn.,		2
Brookline, " " Brookline, Mass.,		1
Brooklyn Library, Brooklyn, N. Y.,		2
Cardiff Free Library, Cardiff, N. Y.,		3
Chicago Public Library, Chicago, Ill.,		1
Cincinnati " " Cincinnati, O.,		1
Cleveland, " " Cleveland, O.,		1
Columbus " " Columbus, O.,		1
Denver " " Denver, Col.,		1
Elizabeth, " " Elizabeth, N. J.,		4
Friends Free Library, Germantown, Phil.,		2
Grand Rapids Public Library, Grand Rapids, Mich.,		2
Hackley Public Library, Muskegon, Mich.,		5
Lawrence Free Public Library, Lawrence, Mass.,		2
Leeds Free Public Library, Leeds, England,		1
Manchester City Rep. on Lib's, Manchester, Eng.,		1
Massachusetts Club, Boston, Mass.,		1
Mercantile Library Ass'n, New York, N. Y.,		1
Mercantile Library Co., Philadelphia,		1
Milwaukee Public Library, Milwaukee, Wis.,		1
Mitchell Library, Glasgow, Scotland,		1
Newark Free Public Library, Newark, N. J.,		3
New Bedford, Pub. Library, N. Bedford, Mass.,		2
Newberry Library, Chicago, Ill.,		1

	VOLS.	PAM.
New Haven Free Public Library, N. H., Conn.,		2
Newton Free Public Library, Newton, Mass.,		1
Omaha Public Library, Omaha, Neb.,		1
Peabody Institute, Danvers, Mass.,		1
Peoria Public Library, Peoria, Ill.,		1
Providence Public Library, Providence, R. I.,		1
Redwood Library and Athenaeum, Newport, R. I.,		4
St. Paul Public Library, St. Paul Minn.,		1
San Francisco Pub. Library, San Francisco, Cal..		1
Springfield City Library, Springfield, Mass.,		1
Swansea City Library, Swansea, Wales,		2
Taunton Public Library, Taunton, Mass.,		1
Thomas Crane Public Library, Quincy, Mass.,		1
Toronto Public Library, Toronto, Canada,	1	1
Topeka Public Library, Topeka, Kansas,		3
Worcester Free Pub. Library, Worcester, Mass.,		1
Ohio Journal of Dental Science,		12
Ohio Meteorological Bureau,		10
Pennsylvania Coll. Dent. Surgery,		1
Rhoades, Mr. E. H.,	8	1
Stone, Mr. C. W., Johnstown, Penn.,	1	1
Smith, Mrs. O. C.,	3	
Toledo Bee,	1	
U. S. Government Documents,	130	30
University of Michigan,		1
University of Pennsylvania,		1
Walker, Hon. W. T.,	30	
Waters, Mr. F. E., Baltimore, Md.	1	
	199	148

PERIODICALS DONATED, 1890.

Christian Register.
Christian Science Journal.
Denver Times.
Florida Agriculturist.
" Fruit Grower.
Jeweller's Weekly.
Medical Compend.
Silver Cross.
Toledo Frei Presse.
The Unitarian.
Unitarian Review.
The Voice.
Weekly Oregonian.

APPENDIX "D."

CONTRACTORS ENGAGED ON THE BUILDING.

Sacks & Wolcott, Excavation, . . Aug. 6, 1888
L. Monteville, Piling, ... " 7, "
Henahan Bros., Stone Foundation, . . " 21, "
Neil & Huston, Sewer and Catch-basins, . Sept. 13, "
J. A. Waite, Water Connections, Tile, Drainage and Natural Gas Fittings, . . . Sept. 15, "
Albert Neukom, Cut Stone, . . .
I. D. Smead, Heating and Ventilating Apparatus, Oct. 15, "
William Peter, Window Frames and Sash, . " 29, "
Melchior Schaal, Brick Work, . . " 28, "
L. W. Morris, Iron Work, . . . Feb. 4, 1989
N. W. Terra Cotta Co., Terra Cotta . May 10, "
Pioneer Fire-proof Construction Company, Fire Proofing, ... May 20, "
G. F. C. Kloeppinger, Slate, Lead, Gal. Iron, etc., June 8, "
Findlay Pressed Brick Co., Pressed Brick, . Aug. 3, "
R. Burge & Co., Brick Arches, . . " 16, "
West & Truax, Plate Glass, . . . Oct. 1, "
John McCaffery, Plastering, . . . " 15, "
M. Rabbitt, Carpenter Work, . . " 18, "
George Matheis, Special Iron Work, . . " 21, "
Herbert Dale, Painting and Glazing, . " 26, "
Tim Crowley, Concreting Basement, . Nov. 14, "
Shaw, Kendall & Co., Castings for Book Stacks, " 26, "
The Mitchell Furniture Co., Inside Finish, Furniture, etc., ... Dec. 21, "
Allen & Parkhurst, Painting Walls in Book Room, " 23, "
Heyden Bros., Chicago, Yellow Pine Flooring, " 23, "
Fred Hamilton, Caen Stone Mantel, Reading Room, " 31, "
Whittaker & Co., Hardware, etc., . . " 31, "
Emil Grah, Electric Wiring, . . Jan. 4, 1890.
The Meilink Furniture Co., Tile Floors and Mantels, ... Feb. 20, 1890.
Locke & Schultz, Plumbing, . . " 22, "
Lane Bros., Construction Co., Iron Stairs, . " 12, "
M. Cummings, Setting up Book Stacks, . March 21, "
P. & T. Degnan, Sand and Cement, . . April 1, "

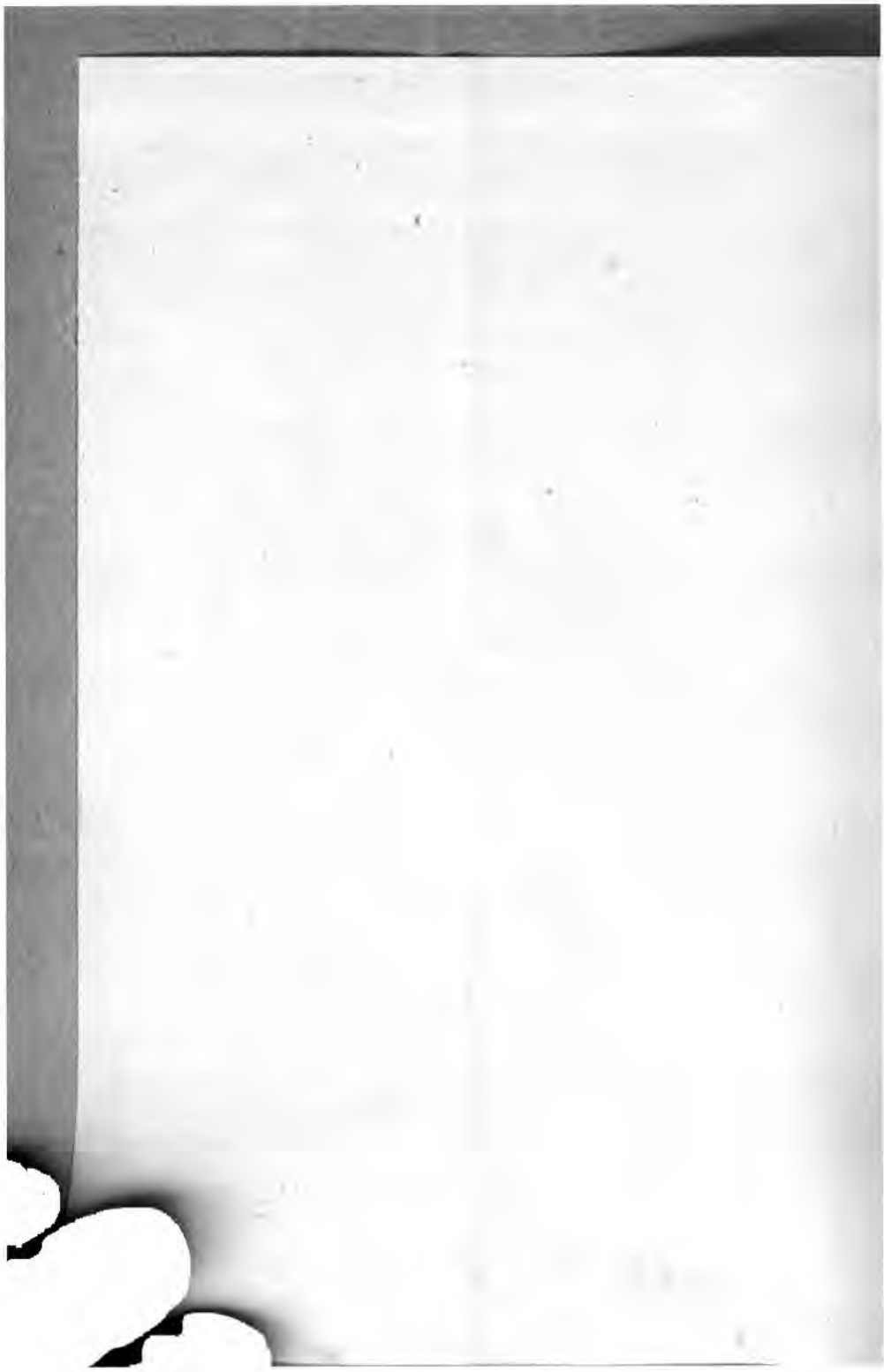
J. I. Turner, Painting, . . .	May 6,	1890
Central Chandelier Co., Electric Fixtures &c.,	" 15,	"
S. Reynolds, Stair Rail, . . .	July 11,	"
Briggs & Leibus, Oak Mantels, etc., .	Nov. 7,	"
Winslow Bros., Bower Barff Screen .	" 15,	"
Toledo Electric Co., Lamp Fittings, etc.,	Dec. 23,	"

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From TOLEDO
PUBLIC LIBRARY.
1892.



ILLUSTRATION
By Permission Toledo Bee Comp



Eighteenth Annual Report

—OF THE—

BOARD OF TRUSTEES

—OF THE—

Toledo Public Library

—FOR THE—

Year Ending December 31st,

1891.

TOLEDO, O.:
THE B. F. WADE CO., PRINTERS.
1892.



TRUSTEES.

	Term Expires.
CHARLES A. KING AND EMERY D. POTTER, JR.,	Jan. 1, 1892.
WILLIAM H. SCOTT AND FRANKLIN HUBBARD,	Jan. 1, 1893.
EDWIN P. RAYMOND AND FRANK J. HOAG,	Jan. 1, 1894.
REUBEN C. LEMMON AND HARVEY SCRIBNER,	Jan. 1, 1895.

OFFICERS OF THE LIBRARY.

President—W. H. SCOTT.

Vice-President—CHARLES A. KING.

Secretary—CHARLES A. DRESSER.

Librarian—MRS. FANNY D. JERMAIN.

First Assistant Librarian—MISS ROSE CALVERT.

Assistant Librarians—MISS ELIZABETH M. KENT, MISS MAGGIE G. GASSOWAY, MISS JULIA CALVERT, MISS CARRIE J. WALES, MISS CHARLOTTE WHITTAKER.

STANDING COMMITTEES.

Library—SCOTT, HOAG, POTTER.

Reading Room—RAYMOND, HOAG, SCRIBNER.

Finance—HOAG, HUBBARD, KING.

Building and Grounds—POTTER, HUBBARD, SCRIBNER.

Rules and Regulations—SCRIBNER, LEMMON, KING.



TRUSTEES REPORT.

To the Honorable the Common Council of the City of Toledo:

GENTLEMEN: The Board of Trustees of The Toledo Public Library have the honor to submit their annual report.

A brief history of the Library was given in our last report, including description of the new building.

THE NECESSITY OF THE NEW BUILDING.

The necessity of the noble structure that now graces our City has been well appreciated by our citizens, and its convenient use has been among their best opportunities. The large outlay found necessary by the Trustees, to attain such indispensible provisions for the reading public as it now demands, has obliged them to reduce expenditures for books and papers to an extent that our citizens may have thought out of proportion to the size and quality of the building. But, in providing the new structure, it has not been thought economical to omit any expenditure essential to the safe storage and use of books and other reading matter, and their freest and best distribution. The public will willingly, for a little while, accept some reduction of our past liberal supply of reading, while provision has been judiciously made to afford the best service in the future.

Until some indispensible further expenditures are made to pro vide suitable shelving for valuable matter already in the library, and now suffering for want of room, it is probable that purchases of new

books may be somewhat smaller than the call for them. Our citizens will willingly wait for ornamental wall frescoing, and some other architectural embellishments shown in the architect's plans, and not yet completed, until our unfinished second story can be put in suitable condition to relieve the first floor of uses not intended for them in permanent arrangement.

To render our Library as helpful as it should be to our Public Schools, a way should be found as soon as means can be provided, to fit up a portion of the second story, for a department where teachers and pupils may freely confer with the librarian and receive the best help that books in any line of study may give, to extend into broader use the elementary knowledge begun in the schools.

The very intelligent and helpful service of our accomplished Librarian, Mrs. F. D. Jermain, has been fully recognized by the patrons of the library. Her willing service has been extended to old and young—often beyond just demands upon her time, when assistance on subjects contained in the Library has been wanted.

The Trustees also take this opportunity to express our appreciation of the courteous and improvingly intelligent discharge of their duties by the assistant librarians.

W. H. Scott,
President.

SECRETARY'S REPORT.

RECEIPTS.

From December collections		$ 3,340 00
From June collections		6,596 30
From fines collections		291 20
From sale of catalogues		36 00
From advance on December collections, 1891		5,000 00
Total		$ 15,263 50

DISBURSEMENTS.

Overdrawn with Treasurer, Dec. 31, 1890		$ 747 63
Binding		427 94
Fuel and light		577 14
Salaries		3,939 30
Reading room		413 70
Library supplies		159 72
Freight		5 34
Expense		458 53
Postage		10 05
Books		1,679 63
Stationery		15 90
Advertising and printing		33 25
Interest		3,264 44
Bonds paid		3,000 00
Real estate		48 52
Library Building		450 00
Library Fund balance on hand	$ 3,585 60	
Building Fund overdrawn	3,553 19	
Balance with Treasurer, Dec. 31, 1891		32 41
		$ 15,263 50

LIBRARIAN'S REPORT.

To the Trustees of the Toledo Public Library:

GENTLEMEN:—I have the honor to submit herewith my report of the conditions and work of the Library for the year 1891.

CLASSIFICATION OF BOOKS.

There were in the Library, as shown by the last report, 29,838 volumes. The classification of books added in 1891 is as follows:

Travels	184
Biography	173
History	126
Literature and language	109
Prose Fiction	532
Juveniles	242
Theology	130
Philosophy	27
Useful Arts	130
Fine Arts	61
Natural Science	88
Public Documents	117
Poetry and Drama	79
Sociology	127
Magazines added by binding	265
Catalogues	6
Total	2,396

Of the above 1,147 were acquired by purchase, and 1,249 by donations.

There have been 362 volumes worn out.

The net increase for the year has been 2,034. The whole number of volumes at beginning of present year is 31,872.

The Library was open for delivery of books 308 days.

The number of books drawn for home reading is	111,653
For use in Reading Room	7,854
The largest monthly issue was in March	12,367
The smallest monthly issue was in September	7,340
The largest weekly issue, March 2d to 7th	2,975
The smallest weekly issue, Sept. 7th to 12th	1,442
The largest daily issue, March 7th	748
The smallest daily issue, June 17th	177
The daily average for the year	$362\frac{57}{308}$

The Reading Room has been open for Sunday afternoon use from 2 o'clock to 6 o'clock P. M. The number of visitors Sunday afternoons for the year were 1,745.

PERCENTAGE OF CIRCULATION.

Prose Fiction	54.8
Juveniles	21.0
Arts and Sciences	3.6
Poetry and Drama	1.0
History	2.9
Travels	3.2
Biography	2.6
Miscellaneous	4.0
Periodicals	6.2

The whole number of prose fiction in the Library in 1891 was	7,763
Present number	8,030
Number of new members	1,533
Members dead or have left the city	136
Number of books bound, rebound and repaired	1,160
Number repaired by librarians	10,667
Receipts from fines	$291 20
Receipts from sale of catalogues, etc	36 00
	$327 20
Deposited with City Treasurer	$327 20

The record indicates steady and satisfactory progress. This is evident in our growing list of members, in the number and character of books withdrawn, but more especially in the increasing use of our library for purposes of study. The books taken for home reading in connection with studies, or for use in the reference room by the pupils in our public schools, by the members of the various literary clubs in our city, by students in every department of literary and scientific investigation, prove the extent and importance of work accomplished here and to be carried forward.

This notwithstanding statements of percentage in the various departments of circulation. Numbers may give the truth, but in this case by no means the whole truth, and perhaps but a very small portion of it. For it is a fact, that the proportion of fiction read to other branches of literature, gives no just estimate of the amount of serious reading and study going on in connection with our Library.

For instance, it should be remembered that in the time devoted to the reading of the three volumes of Motley's "Rise of the Dutch Republic," another reader may glide rapidly and restfully through a dozen romances by Thackeray or Dickens. Thus it may be two months for the reading of Motley, with a record of but three books circulated, as against the dozen or more books of Thackeray or Dickens. Nor does the latter seem a case for criticism. May it not be possible that the reader's time is as well spent in the one case as the other? It is a very serious question, if the very many delightful and informing works classed as fiction, may not prove the required mental balance for the overworked.

"The fact," says a sister library, "that the per centage of fiction to other reading is about the same in circulating libraries the world over, shows that there is a demand for this kind of literature so universal, that it would be unwise and disastrous to exclude fiction from our libraries." It would seem hardly worth while to dwell upon this, did we not hear it so constantly deplored and the public library so often

referred to as a doubtful social and educational influence in the opportunities it affords for fiction. After all, may not this matter be safely left to the intellectual activities of the age, which in demanding of every individual a higher degree of intellectual equipment than society has heretofore been satisfied with, will in due time bring about a just balance in these matters.

As before suggested, but few appreciate the serious reading and study going on in our midst, nor the large number of valuable works accumulating on the shelves of our library. That this should be in the largest sense the people's university, and that the aim of the directors of this institution to use the greater portion of the limited means at command to furnish the public with the latest and best authorities in every direction of scholarly interest, is not appreciated as fully as it should be.

To this end has been the issue of the quarterly bulletins giving lists of the new books added to the library. These are giving general satisfaction and are eagerly enquired for in advance of publication. From these, and from the lists published occasionally in our city papers, come suggestions of good and valuable books accumulating here.

Also the card catalogue which is constantly consulted for recent additions.

Worthy of special mention is the work of the reference room, which is proving one of the most important departments of library service. The seatings in this comfortable and commodious room, are for the greater part of the day and evening, occupied by students and others engaged in some direction of research, while at times the room is filled to overflowing. The books in this department, which are accessible to all, include some of the most expensive and valuable works in the library. At present a large number of reference works are excluded from these shelves to give place to government documents. These are accumulating so rapidly that their removal to some other part of the library is a measure necessary in the near future, leaving the reference

room to be occupied by works most needed here. Since July we have kept a record of the number of books consulted in this department. For these six months we have a record of Seven Thousand, Eight Hundred and Fifty-four volumes, (7,854.) This, however, can hardly be all the books consulted, as many persons return books to the shelves before the librarian can take note of them.

A year's experience with our present system of handling the newspapers for reading room use, is highly satisfactory to readers and all. In this way newspapers are supplied to readers without the bungling apparatus of the file system with the invariable mutilation and defacements of this manner of handling the papers. These are now returned to the case day after day, in as readable and perfect condition as when first placed in the library, although constantly used and read.

The munificent donations of books to this library from Mrs. D. R. Locke and from Mr. Robinson Locke, are notable events of the year. These gifts, amounting in all to 1,300 volumes, comprise works in the various departments of science and literature, are additions for which the city will be continuously indebted to these public spirited and generous donors. Of these, fifty volumes, being duplicates of books already in the library, were placed in the "Locke Library" of The Young Men's Christian Association of this city, and two hundred and fifty others were placed elsewhere with the addition of 1,057 volumes to our library. A large number of donations of other valuable works will be noted in the special reports. Of these Dr. Lewis Bodman has donated to the library 27 volumes of medical journals, and the Hon. Guido Marx, a number of German periodicals.

Our limited means have prevented our usual duplication of books worn out during the year. It has been thought best, of the few books purchased, to buy the latest publications and those specially required, leaving the replacement of older books to await greater ability to buy.

Of important additions of books purchased during the year may be mentioned;

Abraham Lincoln, by Nicolay & Hay, 10 volumes.

Lady Dufferin's Vice Regal Life in India.

Ainsworth's Euphrates Expedition, 2 volumes.

Lady Jackson's First of the Bourbons, 2 volumes.

Duke Ernest of Saxe Coburg Gotha Memoirs, in German and English, 4 volumes.

Von Sybel's Founding of the German Empire, 4 volumes.

Duc de Broglic, Memories of Prince de Talleyrand, 4 volumes.

Sumner, Financier and Finances of the American Revolution, 2 volumes.

Pardoe, Life of Marie de Medicis, 3 volumes.

Ollier, Russia-Turkish War.

Nansen, First Crossing of Greenland, 2 volumes.

Freeman's History of Sicily, 3 volumes.

Seebohm, English Village Community.

Driver, Literature of the Old Testament.

Hopkins, Atlas of the City of Toledo.

Booth, Labor and Life of the People, London, 3 volumes.

Respectfully Submitted,

FRANCES D. JERMAIN,

Librarian.

APPENDIX.

LIST OF DONERS TO THE PUBLIC LIBRARY, 1891.

	Books.	Pamp.
Amherst College		1
Ashley, Hon. J. M.		3
Bacon, Dr. H. M	6	
Bangor, Public Library		1
Bee, Toledo Daily	1	
Bigelow, Free Public Library, Clinton, Mass.		1
Bodman, Dr. Lewis	27	
Boston, Mass., Public Library		1
Brigham, Mrs. W. A	3	
Bronson, Library, Waterbury, Penn.		2
Brookline, Mass. Public Library		1
Brooklyn, N. Y., Library	1	
Cardiff, Ireland, Free Libraries, Etc		1
Chicago, University		1
Cincinnati, Public Library		1
Cleveland, Public Library		1
Colgate, Mr. J	4	
Cust, Hon. Robert, Edinburg	1	
Dayton, Public Library		1
Detroit, Public Library	1	2
Enoch, Pratt Free Library		1
Franklin, Free Library, Marietta, Ga		1
Frank, Mrs	1	
Friends, Free Library, Germantown		1
Hamilton, Public Library, Canada		1
Hill, Hon. N. P	1	
Hoag, Mrs. F. J	1	
Hoboken, N. J., Public Library		1
Howard, Memorial Library, New Orleans		1
Lawrence, Free Library, Mass		1
Leeds, England, Free Public Library		1

	Books.	Pamp.
Liverpool, England, Public Library, Etc		1
Locke, Mrs. D. R.	57	
Locke, Mr. R & D. R. Locke estate	1,000	
Los Angeles Public Library		1
Lungren, Miss V	3	
Lynn, Mass., Public Library		1
Malden Public Library		1
Marx, Hon. Guido	10	
Mainonedes, Library, N. Y.		1
Michigan, University Library		2
Milwaukee, Public Library		1
Mott, Miss C	1	
Newark, N. J., Public Library		1
New Bedford, Mass., Public Library		1
Newberry, Library, Chicago		1
Newton, Mass., Free Public Library		1
New York City Free Circulating Library		1
New York State Library		2
North Adams, Mass., Public Library		1
Ohio Meteorological Bureau Reports		12
Omaha Public Library		1
Plymouth, England, Free Circulating Library		1
Providence Public Library, R. I		1
Redwood Library and Athenacum		1
Reynolds Library, Rochester, N. Y.		1
Rhoades, Mr. E. H	1	
Saint Joseph, Mo., Free Public Library		1
Saint Louis Public Library		1
Saint Louis Mercantile Library		1
Saint Paul, Minn., Public Library		1
Salem, Mass., Public Library		2
Somerville, Mass., Public Library		1
Springfield, Ohio, Public Library		1
Springfield, Mass., Public Library		2
Taunton, Mass., Public Library		1
Thomas Crane Public Library, Quincy, Mass		1
Taunton, Canada, Public Library		1

	Books.	Pamp.
United States Government Publications	117	24
Waltham Public Library, Mass		1
Warder Public Library		1
Watertown, Mass., Public Library		1
Whittaker, Miss C	2	
Wilson, Mrs. G	8	
Worcester, Mass., Public Library		1
Wortz, Mrs. G. F	4	
	131	30
Total books donated		',249
Total pamphlets donated		100

Three hundred volumes of books donated by Mr. R. Locke, placed elsewhere, not included in this list.



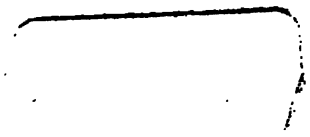
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TOLEDO PUBLIC LIBRARY

REPORT

1904

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TOLEDO PUBLIC LIBRARY

THIRTIETH ANNUAL REPORT

1904

TOLEDO, O.
THE PUBLIC LIBRARY
1905

THE FRANKLIN PRINTING & ENGRAVING CO., TOLEDO



BOARD OF TRUSTEES

NOAH H. SWAYNE (Term expires second Monday in January, 1908)
BRAND WHITLOCK (Term expires second Monday in January, 1908)
ERVIN F. KEMP (Term expires second Monday in January, 1908)
BLACQUE WILSON (Term expires second Monday in January, 1906)
HARRISON HATHAWAY (Term expires second Monday in January, 1906)
MRS. S. A. BISSELL (Term expires second Monday in January, 1906)

OFFICERS

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READING-ROOM

MRS. S. A. BISSELL, Chairman

HARRISON HATHAWAY — BRAND WHITLOCK

LIBRARIAN

WILLIS FULLER SEWALL

REFERENCE DEPARTMENT

CAROLINE I. WALES
On leave of absence form October 1
MARY G. WARNER

REGISTRAR

JULIA E. CALVERT

CATALOGUING DEPARTMENT

MARY W. REAGH
From September 15
GEORGIA HOUSTON

GENERAL CIRCULATING DEPARTMENT

SARA F. KOUNTZ

MARGUERITE AINSWORTH
MARY GRACE ROBB
ELIZABETH GASSAWAY
EMMA CROWELL

RALPH T. SOUTHARD
To August 15
CHARLES L. HURLBUT
To July 15
JOHN C. KLAG
From July 15
ARTHUR A. HEISER
From August 15

JUVENILE DEPARTMENT

CORA H. BUNKER
On leave of absence from February 1 to July 1
OLIVE PRATT YOUNG
EMMA CROWELL
From February 1 to June 1
ANNA R. THOMPSON
From October 1
WALES BENHAM
To April 1
JOHN C. KLAG
From April 1 to July 1
JAMES MILLER
From July 1 to September 1
GEORGE BLANTON
From September 1

BOOK MENDER

MYRTLE L. LYONS

JANITORS

LEWIS A. WATERMAN

MARY GLASS
JENNIE THOMAS

REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library:

I present herewith a report on the condition and activities of the Library for the fiscal and calendar year 1904.

BIBLIOGRAPHICAL STATEMENT

This is numerically the thirtieth report issued since the Library was made free. It is moreover the first report issued under the operations of the new municipal code, and by the present librarian. The twenty-ninth report, issued under the old law, covered the fiscal year ended April 1, 1903. The activities of the Library from this date to September 1st of the same year, when your present librarian assumed office, were practically nil except for the daily circulation. The present report therefore covers a year and four months historically, but statistically only the year 1904.

The previous reports of the Library were printed only in the annual reports issued by the city. But collectors should observe that the city reports for 1902-1903 have not yet been, and may never be printed.

SHELF ROOM

When your librarian took charge he found that in the main library, under the then existing arrangement of book cases, the utmost limit of shelf capacity had been reached. The first problem was therefore to provide as much temporary relief as possible, in order that new books might be purchased. By rearranging floor cases cross-wise of the room, we were able to accommodate six extra cases, which were brought up from the basement. These had a capacity of about 7,000 volumes. We also secured a much better light.

In rearranging the books, the fiction, new books, and circulating current magazines were placed in front, and the class books, being less issued in the rear. All the sets of periodicals most frequently used in reference work were shelved around the wall; and the less used reference sets were put in the basement. A full set of The Congressional Record, of The Patent Office Gazette and the annual reports that preceded it, and many other public documents were taken out of the reference room and placed in the basement. All the reference books, other

than bibliographical. in the librarian's office were brought out into the reference room, or the alcove adjacent, behind the counter. Inasmuch as a portion of the books had to be handled twice before they were finally located, it is certain that all these changes involved the handling of close to 50,000 volumes. So far as the circulating department was concerned. this rearrangement was accomplished in ten days without any suspension of the circulation. Incidentally a great deal of dirt was removed from books and shelves.

Immediately following this work on the main floor, all the available space in the basement was filled with inexpensive wooden cases reaching to the ceiling. Last October, 28 linear feet of wooden wall cases, five shelves high, were erected in the children's room. It is possible to erect about as much more across the dark end of the room. Otherwise it is absolutely impossible to add any more shelving anywhere, as the building now stands. It should be further noted that the books we now have. tax our shelf capacity nearly to the limit. Except in fiction (from which some 2,200 volumes of practically unused books have been removed to the basement) there is no important section of the main library in which the shelves are not already too crowded for the comfort of the borrower, or for economical administration. In the juvenile department, even with all possible shelving erected. not half as many books can be shelved as the rapidly growing circulation demands.

VOLUMES IN LIBRARY

According to the inventory of April 1, 1901, the Library then contained 46,843 volumes. Two years later the total was figured to be 49,742 volumes. On the same basis the total on January 1, 1904, was 51,107 volumes, of which 353 were added by the present librarian during the last quarter of 1903. For the year covered by this report, the permanent additions amounted to 6,833 volumes; 1,364 volumes were worn out and discarded, leaving a net increase of 5,469. The total number of volumes on January 1, 1905, was therefore 56,576.

ADDITIONS AND WITHDRAWALS

Of the 6,833 volumes added, 6,518 were entered in the accession book and catalogued; 315 were public documents, which it has never been the practice of the Library to accession

or catalogue. Of the 6,518 volumes accessioned, 5,653 were added by purchase, 167 by the binding of periodicals, and 698 by gift. A detailed classification of all the accessions may be found in Table A.

The withdrawals (1,634 volumes) were practically all adult fiction and juvenile books, about evenly divided between these two classes. Probably 50% of them ought to have been discarded prior to 1904.

PURCHASES

With the limited funds available for the purchase of books I have made no attempt to keep abreast of the current publications, except in the matter of current fiction as detailed below under the caption "Books and magazines for rent." About 1,500 volumes of the older standard fiction were bought to replace worn-out copies, or to provide needed extra copies. In the summer, 1,375 unbound volumes of the Tauchnitz edition of British fiction were imported. By reason of compact, handy size and exceptionally good paper, I believe this is the best edition of standard fiction for library use.

In the juvenile department current publications have been purchased sparingly, and then only because of their intrinsic merit. The main effort has been to provide an adequate number of copies of the standard books to meet our rapidly growing circulation. Although we have nearly reached the limit of shelf room, we are relatively not much better off now than a year ago. No new title is added to this collection that has not been carefully read by some member of the staff.

The reference department has been greatly strengthened during the year. Among the more important purchases may be mentioned: The American Art Annual, 3 v.; Burke's Family Records; The Car Builders' Dictionary; Derr's Cyclopedia of Engineering, 4 v.; The Encyclopedia Americana, 16 v.; The Jewish Encyclopedia as issued; Kelly's Directory of the Merchants, Manufacturers and Shippers of the World, 1904; Lodge's Peerage, Baronetage and Knightage, 1902; Modern Locomotives; the 8th and concluding volume of Moulton's Library of Literary Criticism; The National Cyclopedia of American Biography, 11 v.; the concluding volumes of The New International Encyclopedia; Poole's Index to Periodical Literature, v. 5; Poor's Manual of Railroads, 1903; Reed's Modern Eloquence, v. 11-15

(political); Richardson's Messages and Papers of the Presidents, 10 v.; Waters' Genealogical Gleanings in England 2 v.

Some progress was made in completing sets of periodicals, as good opportunities presented themselves. Volumes 3-18 of The American Architect for the years 1878-1885 were purchased. Our set of this valuable paper now lacks only v. 1 and 2. By buying the first 21 volumes of Education, and the first 4 volumes of The Educational Review, we now have complete sets of both. A complete set (6 v.) of The Old Northwest Genealogical Quarterly was added. And finally by the purchase of 29 volumes of The Scientific American and The Scientific American Supplement our files of these important periodicals were made nearly complete.

Barring 600 volumes of current fiction for rent probably two-thirds of our purchases have been from second-hand dealers, clearance sales of surplus stock, and duty-free importations. By the extra discounts thus secured beyond what is regularly allowed by the rules of The American Publishers' Association, I estimate we have saved at least $1 000.00.

A select list of important purchases in all departments of the Library is appended to this report in Table E.

GIFTS

A detailed exhibit of gifts is presented in Table F. It shows a total of 1,252 bound volumes; 1,180 pamphlets and other unbound pieces, and a few miscellaneous items. Several of these gifts merit individual mention.

By virtue of being a depositary Library, we received 304 volumes and 500 pamphlets from the federal government. Many of these are of the utmost scientific and historical value; and yet because of our crowded condition we can scarcely keep them in decent physical condition, much less make them available for use. To the generosity of Mrs. D. R. Locke and Mr. Robinson Locke, we are indebted for 442 volumes of current publications which have found a welcome place on our shelves. Mr. Frank J. Scott gave 120 volumes and 18 pamphlets containing many valuable and expensive works on art, horticulture and landscape gardening. Among them was a copy of Jones' Grammar of Ornament, long since out of print, and valued at about $25.00. A very welcome gift was 178 volumes of supplementary reading for the juvenile department. These books were

purchased with money contributed for that purpose at several meetings of the Business Men's Conference of the First Congregational Church, and were selected by the school authorities. We received two important donations of the earlier volumes of Harper's Weekly, 10 v. from Mr. T. Dunlap and 11 v. from Dr. W. H. Snyder. Our file of this paper now covers the years 1867-84; 1890 to date. The completion of it is greatly to be desired. Mr. J. G. Austin gave a complete set (unbound) of the nine volumes so far issued of The American Historical Review. To Mr. E. F. Walbridge and Mrs. Anna Barnes jointly, we are indebted for 39 volumes, including a set of the Works of John Adams in 10 v., and volumes 19-27 of the old Knickerbocker Magazine. Mr. John Walbridge gave a copy of The World's Worship in Stone by Ripley and an 8-volume edition of The Spectator published in London in 1797 and bound in the original tree calf.

CATALOGUE

When I came to the Library I found a printed dictionary catalogue issued in 1886, supplemented by a typewritten card catalogue on the same plan. This latter occupied a 72-drawer cabinet, and was located remote from the delivery desk and the books, in an alcove off the general reading room used for hats, coats and parcels. As soon as the books had been rearranged I located the catalogue at one side of the book room, in a fairly good light, convenient alike to staff and public.

Subsequent examination of these two catalogues revealed a discouraging condition of things. The printed catalogue was incorrect by reason of the changes that had been made in the class numbers of many books, and both were incomplete. The card catalogue was also uselessly burdened with duplicate title and subject cards for all the juvenile books. But most serious of all was the fact, that both catalogues and the official shelf list as well, carried the entries of an unknown, but very large number of books that had long since been worn out or lost. In order to get a complete and uniform catalogue it was determined to mount the separate items of the printed catalogue on cards and incorporate them into the card catalogue. This required 12,000 cards. It is not necessary here to describe in detail by what processes the superfluous and "dead" cards were eliminated. Suffice it to say that it was an exceedingly tedious piece of

work, and occupied every available hour of half the staff for a year. As the mounted cards were inserted, opportunity was taken to correct and rearrange the whole body of subject entries in conformity to modern practice. Another 72-drawer cabinet was purchased. About half of the old cards were evidently of home manufacture, on miserable stock, and about one-eighth of an inch too tall. They had become badly worn and soiled. These have all been trimmed down to the standard height.

The Library has purchased a set of the printed cards for children's books prepared by the Carnegie Library of Pittsburg, aggregating about 10,000 cards; and a set of the "A. L. A." cards issued by the Library of Congress, comprising about 25,000 cards. These are being applied to new and old books as fast as possible. We use the regular Library of Congress printed cards for current books whenever possible. All the cataloguing has been done at great disadvantage in the librarian's small private office. There is no other place.

REGISTRATION

The number of borrowers' cards issued was 4,891; 145 were cancelled, leaving a net increase of 4,746. There were 15 339 cards in force January 1, 1905, of which about one-third were juvenile. About 700 teachers' and other extra cards were issued during the year. The registration for the year was very satisfactory; but the total number of cards in force is far below what it ought to be. Indications are that conditions will rapidly improve.

CIRCULATION

The total circulation for home reading amounted to 198,080 volumes; 45.9% were adult fiction, and 37.8% juveniles of all classes. A tabular review of the circulation by months and classes is appended in Tables B, C and D. Some important changes have been made in the operation of the general circulating department. In September 1903 the hours were extended from 7 p. m. to 9 p. m. The number of books drawn out during these hours has been steadily increasing. A little later the two-book-on-a-card plan was put into effect, and met with a hearty response from our patrons. Teachers are of course allowed to take more books for school use. Moreover any borrower who is doing serious literary work along some definite

line is allowed any reasonable number of books for any reasonable time, as may be determined on the merits of each case. The old iron-clad rule of two weeks with a possible renewal for a like period is well enough in general circulation; but is utterly inadequate and absurd for the serious student.

Formerly our books in the general circulating department were not equipped with book cards. The record of circulation was kept on small slips on which were written in pencil for each issue, the accession number of the book, the borrower's number, and the date. When the book was returned the slip was destroyed. This was a crude method, wasteful of time and provocative of errors and complaints. Moreover the cost of a year's supply of slips was no small item. About the middle of January 1904 the task of writing book cards was begun. An extra attendant was engaged, and everybody was glad to "lend a hand." The work progressed rapidly and by the first of March the fiction cards were written, and put in the books. The classed books were taken up in succession. These book cards were written from the shelf-list which we knew contained many "dead" titles. The unapplied cards became therefore a catalogue of non-existent books, and were of material aid to us in purging the catalogue and shelf-list of spurious entries.

BOOKS AND MAGAZINES FOR RENT

The Library has for several years had a small rental department for current adult fiction, copied from the St. Louis plan. It was started with a capital of five dollars and subsequent purchases were limited to the income. In September 1903 there were about 40 volumes in stock, of which only a handful were ever in the Library to choose from. These were displayed in a small show case on the counter. When the cases and books were rearranged in the same month, a conspicuous and convenient tier of shelves was set aside for the rented books. The very first purchases I made were in this department, and amounted to about $200 up to January 1, 1904. We then had about 225 books for rent. At first our purchases were gauged by the income of the preceding month; but after a few months a more liberal policy was pursued. We have aimed to be very careful in our purchases for this department. All unwholesome novels have of course been excluded; and we also have refused to admit scores of merely silly, ephemeral ones. On the other

hand we have duplicated the best books freely, in order that they might always be represented on the shelves for free choice and for recommendation. It is gratifying to report that the great preponderance of demand was for these books. As soon as a book lags on the rental shelves it is transferred to the free shelves, and is read by a different constituency. If it survives these two tests we may be reasonably sure that it is worthy to be maintained permanently.

The statistics of this department may be summarized as follows: Volumes in stock January 1, 1904, 225; added, 686; transferred to free shelves. 497; in stock January 1, 1905, 414; expended for books, $599.92; for magazines for rent (see below), $18.81; total, $618.73; received from rentals, $623.28; surplus. $4.55.

One year's trial of this plan amply corroborates the longer experience of the St. Louis Public Library and other libraries, that here is a reasonable solution of the current fiction problem. For the borrower it means that by the payment of the nominal sum of five cents he can have a week's use of a clean copy of the new novels as soon as published. That the plan is popular is proven by our receipts, which at five cents a week and some extra fines, means approximately 12,000 issues during the year. On the side of the Library it makes possible the prompt and liberal duplication of copies. which could not otherwise be afforded; and when the books are transferred to the free shelves it means that they have absolutely not cost the Library a cent. It also provides an excellent opportunity to "try out" the new novels. When their popularity wanes, as it eventually does in almost every case, the number of copies may be reduced, or withdrawn altogether, without any feeling on the part of the librarian of throwing away money.

Beginning with November 1904, the experiment of renting current magazines was tried. It was a success from the start. From one to ten copies of a dozen of the best monthlies are purchased. They are laced into stiff side covers, and are equipped with a pocket and book card. They are neither accessioned nor catalogued. We charge five cents a week for those costing twenty-five cents apiece and upwards; two cents for the cheaper ones. After two months they become free. The practice is to buy as many copies as will be paid for by two months' rentals. The November and December magazines cost $18.81; the receipts were not separated from the book rentals.

Up to November 1, the same rule had applied to rented fiction as to regular fiction; viz., one book on a card. But when the rented magazines were put on, the limit was wholly removed. Borrowers may now take as many rented books and magazines, even in addition to everything else they are entitled to as they see fit to take.

JUVENILE DEPARTMENT AND THE SCHOOLS

When I came to the Library the last of a lot of about 1,000 new books were being added to this department. Nearly an equal number of old books had just been discarded. The purchases during the remainder of 1903 were not large. But the circulation was constantly increasing, and during 1904 this department received especial attention. All the dilapidated, old-fashioned and unused books, to the number of between 600 and 700, were discarded; more than twice as many were rebound; and 2 635 new books were added. There is now a total of about 6,000 volumes, and the books are in good physical condition. In our purchases the aim has been to get an adequate stock of the standards, using the list adopted by the Cleveland and Pittsburg libraries, and covered by the Pittsburg cards, as a guide. These books we have duplicated freely; of the new publications we have bought sparingly, and only after careful examination.

In October, 700 volumes of supplementary reading were added. These books were entirely non-fiction, and were selected with special reference to the regular class work and "general culture" work in the ward schools. The circulation for October jumped up to 8,046. and in November reached the high-water mark of 9,231 volumes. The percentage of fiction, which had always averaged 85%, dropped to 65%. This was a quicker and more gratifying result than I had dared anticipate. At this time the two-book-on-a-card plan was put into effect, and has proved very satisfactory.

Beginning in the fall of 1903, and continuing ever since, monthly lists of references bearing on the "general culture" work in the ward schools have been prepared, and published in the Toledo Blade. The teachers say these have been very helpful. At the opening of the schools this last fall, through the courtesy of Mrs. Baird. in charge of the "general culture" work, Miss Bunker had an opportunity to meet all the ward teachers,

grade by grade. This personal contact has been reciprocally beneficial. It gave us first-hand knowledge of the school work, and of the supplementary books needed to carry it on; and served to convince the teachers of our willingness to provide such books up to the limit of our finances and shelf-room. Of necessity the use of the Library by teachers and pupils is confined to schools that are within reasonable walking distance. Our next step should be to strengthen the teachers' hands by placing in their charge small depositary collections, beginning, of course, with the outlying schools. But there is no room in our building to handle such a stock of books, even if the project can be financed.

BINDING AND MENDING

A year ago our books, by reason of wear and neglect, were in a disgraceful physical condition. While this was true of every department, it was, of course, especially true of the adult fiction and the juveniles. Hundreds of these ragged, filthy books were thrown away to begin with. Then the task of rebinding was begun, and has been prosecuted uninterruptedly. Two thousand seven hundred and sixty volumes have been rebound, belonging almost exclusively to the two popular classes mentioned above. These departments now present a very respectable appearance. Besides these, 271 volumes of the Tauchnitz edition of fiction and 188 volumes of periodicals were newly bound. Our total bindery list amounted therefore to 3,219 volumes. Reforms were introduced into this work whereby a better style was secured, and at the same time an actual saving effected.

In addition to the rebinding, which was done outside of the Library, 32,142 volumes were repaired in the building. This work as well as all the pasting required on new and rebound books is done at great disadvantage by reason of lack of room.

REFERENCE WORK

Of all the activities of the Library the reference work is under many considerations the most important, and at the same time the most elusive of exact statement or statistics. It is easy to say that 46,685 volumes were gathered up from the reference room tables; but this is in no sense a measure of the quantity or value of the work done, nor of the quality of the service rendered.

By the building up of the juvenile department, the reference work with the teachers and pupils of the ward schools gravitates there, where it belongs. The general reference room handles the high-school, manual training and normal training work. An important part of our reference work is with the numerous study clubs of the city. We solicit their programs as soon as printed and annotate them during the summer with references to the topics selected. This greatly facilitates the work during the busy winter months. It is gratifying to report that in not a few cases our reference librarian has been consulted in the preparation of these club programs.

The Library has an increasingly large number of books for reference of the higher class, books of ultimate authority, which by reason of their size or value cannot safely be shelved openly, either in the circulating or reference departments. The meagre amount of shelving available for such books is already overcrowded. Some valuable books are perforce kept in the basement. A notable example is Sargent's Silva of North America in 13 quarto volumes, published at $25.00 per volume. These books were bought as issued some five or six years ago, and are still in the original boxes.

STAFF

Many changes have occurred in the staff since I assumed the librarianship.

A few days after I arrived Miss Sophie A. Mery, children's librarian, took a year's leave of absence to attend the library school of Pratt Institute, Brooklyn, to which she had been admitted. Before she left the city, however, she was seized with a serious affection of the nerves, from which she is still suffering. Personally I had no opportunity to observe Miss Mery's work; but it is the common testimony of all who knew her that she was exceptionally well qualified for the position she held. It is to be hoped that the Library may yet have the benefit of her services.

On September 25, 1903, Miss Rose B. Calvert died after a short illness. Miss Calvert had been in the continuous service of the Library for the long period of twenty-nine years. She was the principal assistant and advisor of Mrs. Jermain, your former librarian. Her death was deeply regretted not only by the patrons of the Library, but also by the State Library Association, in which she had a wide acquaintance.

Mrs. Frances D. Jermain, my predecessor, had been librarian 20 years when she resigned September 1, 1903. She remained at the Library for the remainder of the year, and during that time thoroughly acquainted me with its present conditions and past history. She had seen the Library grow from a small collection of books in dingy quarters to its present size and importance. Under her administration the present beautiful building was erected, the open-shelf system put into operation and the juvenile department established. Mrs. Jermain is one of those rare women who grow young with advancing years. May she live many years to enjoy the beautiful retirement which she has attained.

The vacancy at the head of the juvenile department caused by Miss Mery's leave of absence and subsequent illness, was filled by the promotion of Miss Cora H. Bunker. Mrs. Olive Pratt Young was advanced from substitute rank to that of regular assistant. Miss Bunker took a leave of absence in February to attend the library school of Simmons College at Boston. She returned to us in July, well grounded by instruction and observation in the fundamentals of the work, and with high ideals. The department has made great progress under her administration.

For the first year of my librarianship I took personal charge of the classifying and cataloguing. With the rapidly growing business of the Library, it was evident that this plan could not continue another year, except to the great detriment of the general administration. On September 1, therefore, Miss Mary W. Reagh, a cataloguer of ability and experience, was engaged for one year.

In October, Miss Caroline I. Wales, senior reference librarian, took leave of absence for a year's study at the library school of Western Reserve University at Cleveland. During her absence the reference work has been ably carried on by Miss Warner, with the assistance of others of the staff in rotation.

LIBRARY CONVENTIONS

Your librarian and one member of your Board were in attendance at the annual meeting of the Ohio State Library Association held at Elyria in October, 1903. The next meeting of the State Association was held at Findlay. It was so ar-

ranged that every member of the staff was present at least one day. Your librarian and two members of the staff were in attendance at the meetings of the American Library Association held at St. Louis in October, 1904 in connection with the Louisiana Purchase Exposition. This was in reality an international meeting. and perhaps the most notable ever held. It was a great privilege to be present.

PUBLICITY

I desire to officially place on record the obligation of the Library to the press of Toledo, and especially to the Blade, the News-Bee, and the Times. for the generous way in which they have opened their columns to Library matters. Not only do these papers keep in constant touch with the Library by means of their reporters, but they have also given space to frequent book-lists and other matter prepared at the Library. Personally I am a firm believer in newspaper publicity for libraries. We know from abundant testimony, and from watching results. that these items and lists are eagerly read.

INADEQUACY OF BUILDING

This report must end, as it began, with a statement of the inadequacy of the building. Several references have been made to this as different topics have been discussed. It is not necessary here to file a bill of particulars against the building. It ought to be sufficient to say, which is the plain truth, that there is not a department of the Library, from furnace room to reference room. which is not cramped for room; nor a single one of its activities, whether administrative or public, which is not hampered for the same reason. Your Committee on building and grounds, when it inspected the building last fall, quickly appreciated this condition. It immediately authorized me to employ an architect who, with such assistance as I could render, should develop plans along generous lines, affording permanent relief for years to come. I accordingly secured the services of Mr. William A. Otis, of Chicago. an architect of experience and success in the designing of libraries. The resultant plans are herewith presented as one of the exhibits of this report.

Respectfully submitted,

WILLIS FULLER SEWALL,
Librarian

TABLE A

Additions

Class	*Volumes*	*Class*	*Volumes*
General	39	Literature	207
Philosophy	50	Travel	126
Religion	67	Biography	137
Sociology	189	History	130
Philology	18	Magazines	272
Science	83	Fiction	2145
Useful Arts	189	Juveniles	2635
Fine Arts	231	Documents	315

Grand total 6,833

TABLE B

Circulation by Months

Month	*Adult*	*Juvenile*	*Total*
January	11,385	6,070	17,455
February	10,966	6,149	17,115
March	12,096	7,006	19,102
April	11,424	6,754	18,178
May	9,414	4,950	14,364
June	8,452	4,587	13,039
July	8,208	4,794	13,002
August	9,095	5,012	14,107
September	9,112	4,848	13,960
October	10,401	8,046	18,447
November	11,775	9,231	21,006
December	10,616	7,689	18,305
Total	122,944	75,136	198,080
Daily average	400	245	645

TABLE C

General Circulation by Classes

Class	*Total*	*Per cent.*
Philosophy	1,304	00.6
Religion	1,650	00.9
Sociology	2,036	01.0
Science	2,046	01.2
Useful Arts	2,553	01.3
Fine Arts	3,013	01.6
Poetry and Drama	1,775	00.9
Literature and Language	3,968	02.0
Travel	3,693	01.8
Biography	3,154	01.6
History	3,598	01.7
Magazines	3,382	01.7
Fiction	90,772	45.9
Juvenile	75,136	37.8
Total	198,080	100.0

TABLE D

Juvenile Circulation by Classes

Class	*Total*	*Per cent.*
Philosophy		
Religion	440	00.6
Sociology	1,918	02.5
Science	2,338	03.1
Useful Arts	933	01.2
Fine Arts	980	01.3
Poetry and Drama	1,185	01.6
Literature and Language	1,387	01.8
Travel	2,558	03.2
Biography	1,751	02.2
History	4,063	06.4
Magazines	751	01.1
Fiction	56,832	75.0
Total	75,136	100.0

TABLE E

Select List of Important Purchases

American caricatures pertaining to the Civil War; reproduced from a private collection of originals which were published in sheets from 1856 to 1872. Edition 2, limited.
New Bedford, Mass., Charles A. G. Swasey, n. d. 18 x 27½ cm.

Arabian nights' entertainments.
The thousand and one nights, commonly called . . . the Arabian nights' entertainments . . . Tr. from the Arabic with . . notes by Edward William Lane. Illustrated . . . by William Harvey. A new edition . . . edited by . . . Edward Stanley Poole.
London, Chatto & Windus, 1889. 3 v. illus. 23 cm.

Bajot, Edouard.
French styles in furniture and architecture . . . structural and ornamental details of original work in Gothic, Francois I, Henri II, Henri III, Henri IV, Louis XIII, Louis XIV, Louis XV, Louis XVI, empire, modern.
New York, Paul Wenzel, n. d. [1]l. 60 pl. 37½ x 29 cm. Portfolio.

Balzac, Honore de.
[Comedie humaine, translated by Ellen Marriage and others. Edited by George Saintsbury.]
London, J. M. Dent & co., 1895-98. 40 v. pl. 21½ cm. No. 262 of 1,200 copies printed for America.

Bell, Malcolm.
Rembrandt van Rijn.
London, G. Bell & sons, 1901. xv, 164 p. front., pl., port. 20½ cm. (The great masters in painting and sculpture.)

Bell, Nancy R. E. (Meugens). (N. D'Anvers, *pseud.*)
Representative painters of the XIXth century.
London, Sampson Low, Marston & co., 1899. x, 199 p. 50 pl. 30 cm.

Bing, S., *ed.*
Artistic Japan. Illustrations and essays. With colored plates and numerous illustrations in the text.
London, Sampson Low, Marston & co.. [pref. 1888.] 1 p. l., 7, [383]-405, [431]-469 p. illus., 88 pl. 33 cm.

Brandon, Raphæl *and* BRANDON, J. Arthur.
An analysis of Gothic architecture . . . New edition.
Edinburgh, John Grant, 1903. 2 v. 158 pl. 33 cm.

Brownell, William Crary.
French art, classic and contemporary, painting and sculpture . . . New and enlarged edition . . .
New York, C. Scribner's sons, 1901. 8 p. l., 228 p. front., pl., port. 26 cm.

Browning, *Mrs.* Elizabeth (Barrett).

The complete works of Elizabeth Barrett Browning, edited with introduction and notes by Charlotte Porter and Helen A. Clarke.

New York, The Riverdale press, 1903. 6 v. pl., port., facsim. 21½ cm. (No. 843 of 1,250 copies.)

Browning, Robert.

The complete works of Robert Browning, edited by Charlotte Porter and Helen A. Clarke . . .

New York, The Riverdale press, 1903. [*c. by T. Y. Crowell & co. 1898.*] *12 v. pl., port. 21½ cm. (No. 562 of 1,250 copies.)*

Burke, Ashworth P.

Family records.

London, Harrison & sons, 1897. xi, 709 p. illus. 27½ cm.

Cattaneo, Raffæle.

Architecture in Italy from the sixth to the eleventh century . . . Translated by the Contessa Isabel Curtis-Cholmeley in Bermani . . .

London, T. Fisher Unwin, 1896. 363 p. incl. front., illus. 27½ cm.

Cruttwell, Maud.

Luca & Andrea della Robbia and their successors . . . with over 150 illustrations.

London, J. M. Dent & co.; New York, E. P. Dutton & co., 1902. xix, 363 p. front., pl. 27½ cm.

Dawson, William Leon.

The birds of Ohio; a complete scientific and popular description of the 320 species of birds found in the state . . . with introduction and analytical keys by Lynde Jones . . . Illustrated by 80 plates in color photography and more than 200 original half-tones, showing the favorite haunts of the birds, flocking, feeding, nesting, etc., from photographs taken by the author and others . . .

Columbus, The Wheaton publishing co., 1903. xlvii, 671 p. incl. front., illus. 80 col. pl. 27 cm.

Derr, Louis, *ed.*

Cyclopedia of engineering; a complete manual of steam and machine-shop practice . . . edited by a corps of distinguished engineers, technical experts and eminent authorities. Editor-in-chief, Louis Derr.

Boston, American technical society, 1902. 4 v. col. front., illus., pl., diagr. 24½ cm.

Dilke, Emilia Francis (Strong), *lady.*

French engravers and draughtsmen of the XVIIIth century . . .

London, G. Bell & sons, 1902. xix, 227, [*1*]*p. front., pl., port. 29 cm.*

——— French furniture and decoration in the XVIIIth century . . .

London, G. Bell & sons, 1901. xix, 260 p. front., pl. 29 cm.

Dollman, F. T. *and* JOBBINS, J. R.
An analysis of ancient domestic architecture, exhibiting some of the best existing examples in Great Britain . . .
London, B. T. Batsford, n. d. 2 v. illus., 160 pl. 32 cm.

Dubois, August Jay.
The mechanics of engineering. v. 1–2 . . . 1st ed. 1st thousand.
New York, J. Wiley & sons; London, Chapman & Hall, 1902. 2 v. illus., pl., diagr. 29 cm.

L'Ecole Nationale des Beaux-Arts.
Les concours d'ecole; section d'architecture de L'Ecole Nationale des Beaux-Arts. Publication mensuelle par L. Farge . . .
Paris, Librairies-Imprimeries Reunies. 1re et 2me annee. 369 pl. 2 portfolios.

The **Encyclopedia** americana; a general dictionary of the arts and sciences, literature, history, biography, geography, etc., of the world. Editor-in-chief: Frederick Converse Beach . . . managing editor: Forrest Morgan . . . assistant editors: Nathan Haskell Dole . . Edward Thomas Roe . . . Thomas Campbell Copeland . . .
New York, Chicago, The Americana co., 1903. 16 v. front., illus., plates (partly col.), ports., maps. 27 cm.

Filippi, Filippo de.
The ascent of Mount St. Elias [Alaska] by H. R. H. Prince Luigi Amedeo di Savoia, duke of the Abruzzi, narrated by Filippo de Filippi, illustrated by Vittoria Sella and translated by Signora Linda Villari with the author's supervision.
New York, F. A. Stokes co., [London printed, pref. 1899.] xvi, 240 [1] p. front., illus., pl., port., maps. 28 cm.

Guerinet, A., *ed.*
L'Espagne monumentale. Architecture & sculpture . . .
Paris, A. Guerinet, n. d. [6]1. 120 pl. 30 x 28 cm. Portfolio.

Haake, Wilhelm *and* KUHNERT, Wilhelm.
Das thierleben der erde . . .
Berlin, Martin Oldenbourg, [pref. 1901.] 3 v. 120 col. pl., illus. 28 cm.

Hawthorne, Julian, *and others, ed.*
The literature of all nations and all ages; history, character and incident.
Chicago, Philadelphia, [etc.] E. R. Du Mont, 1900. 10 v. illus., pl., port., facsim . . 23 cm.

Hulbert, Archer Butler.
Historic highways of America . . .
Cleveland, O., Arthur H. Clarke co., 1902–1904. 14 v. 19½ cm.

Hutchinson, Henry Neville, *and others.*

The living races of mankind; a popular illustrated account of the customs, habits, pursuits, feasts and ceremonies of the races of mankind throughout the world, by H. N. Hutchinson . . . J. W. Gregory . . . R. Lydekker . . . assisted by eminent specialists. With 648 illustrations.

London, Hutchinson & co., 1901. viii, 584 p. col. front., illus., maps, 1 col. pl. 28 cm.

——— The living rulers of mankind . . .

London, G. Allen, 1902. viii, 397 p. col. front., illus., ports. (partly col.) 28 cm.

International library of technology; a series of text-books for persons engaged in the engineering professions and trades, or for those who desire information concerning them . . . v. 1–39.

Scranton, International text-book co., 1902. 39 v. illus., pl., (partly col.), diagr. (partly col.) 23½ cm.

Kelly's directory of merchants, manufacturers and shippers, and guide to the export and import, shipping and manufacturing industries of the world.

New York, Kelly publishing co., 1904. 27 cm.

Lambert, A. *and* STAHL, E.

Das mobel. Ein musterbuch stilvoller mobel aus allen landern in historischer folge . . .

Stuttgart, Julius Hoffmann, n. d. 21 l. 100 pl. 39½ cm.

Lanier, Sidney.

Shakspere and his forerunners; studies in Elizabethan poetry and its development from early English . . .

New York, Doubleday, Page & co., 1902. 2 v. front., pl., port., plans, facsim. 28 x 19 cm.

Lodge, Edmund.

The peerage and baronetage of the British empire . . . 71st edition, revised and enlarged.

London, Hurst & Blackett, 1902. lxvii, 1107, [1] p. illus. 24 cm.

Longfellow, William Pitt Preble., *ed.*

A cyclopædia of works of architecture in Italy, Greece and the Levant.

New York, C. Scribner's sons, 1895. 1 p. l., xxxii p., 1 l., 546 p. front., illus., pl. 30 cm.

Luigi, *duke of the Abruzzi.*

On the "Polar Star" in the Arctic Sea, by His Royal Highness Luigi Amedeo of Savoy, duke of the Abruzzi; with the statements of Commander U. Cagni upon the sledge expedition to 86° 34′ north, and of Dr. A. Cavalli Molinelli upon his return to the bay of Teplitz; translated by William Le Queux. In two volumes,

with 212 illustrations in the text, 16 full-page photogravure plates, 2 panoramas, and 5 maps . . .

London, Hutchinson & co., 1903. 2 v. illus., pl., ports., 16 pl. (incl. fronts., ports.) 2 fold pl., 5 fold. maps. 25½ cm.

Lunge, Georg.

Coal-tar and ammonia. 3rd and enlarged edition . . .

London, Gurney & Jackson, 1900. xvi, 929 p. illus., tab., diagr. 23 cm.

Lydekker, Richard, *and others, ed.*

The new natural history, by Richard Lydekker . . . and R. Bowdler Sharpe, H. A. MacPherson, F. O. Pickard-Cambridge, W. R. Ogilvie Grant, C. J. Gahan, F. A. Bather, Edgar A. Smith, R. I. Pocock, M. Bernard, H. Bernard and R. Kirkpatrick. With preface by Joel A. Allen . . .

New York, Merrill & Baker [189-?]. 6 v. col. fronts., illus., 123 pl. (66 col.) 27 cm.

The **Master** Car Builders' Association.

. . . The car builders' dictionary; an illustrated vocabulary of terms which designate American railroad cars, their parts, attachments, and details of construction . . . Compiled for the Master car builders' association by Rodney Hitt . . . assisted by A. M. Waitt . . . J. S. Lentz . . . W. P. Appleyard . . . [1903 ed.]

New York, The Railroad Gazette, 1903. 3 p. l., 149, [2], 374 p. illus. (incl. plans, diag.) 31½ cm.

Mauch, J. M. von.

Die architektonischen ordnungen der Griechen und Romer. 8 . auflage . . . von L. Lohde. Neu bearbeitet von R. Borrmann . . .

Berlin, Wilhelm Ernst & sohn, 1896. 2 l., 70 p. 63 pl. 34 cm.

——— Nachtrag. 7 auflage.

Berlin, Ernst & Korn, 1875. 1 l., 11 p. 40 pl.

——— Detailbuch . . .

Berlin, Ernst & sohn, 1900. 1 l., 4 p. 6 pl.
(Bound in one volume.)

Modern locomotives. Illustrations, specifications and details of typical American and European steam and electric locomotives.

New York, The Railroad Gazette, 1897. 3 l., [7]–448 p. 40 x 28 cm.

Morin, Louis.

French illustrators. Preface by Jules Claretie. With fifteen plates and many text illustrations. In five parts.

New York, C. Scribner's sons, 1895. 68 p. illus., pl. 44 cm. Portfolio.

Morris, Francis Orpen.

A history of British butterflies. Edition 7 . . .

London, J. C. Nimmo, 1893. viii, 234 p. illus., 80 pl. (79 col.) 27 cm.

The National cyclopædia of American biography, being the history of the United States as illustrated in the lives of the founders, builders and defenders of the republic . . . Edited by distinguished biographers, selected from each state . . . v. 1-11.
New York, J. T. White & co., 1892-1901. 11 v. illus., port. 28½ cm.

Nicoll, William Robertson *and* Wise, Thomas J.
Literary anecdotes of the nineteenth century: contributions towards a literary history of the period . . .
London, Hodder & Stoughton, 1895. 2 v. illus., (2 port.) 43 facsim., pl. 21½ cm.

The Oxford history of music. [Ed. by A. H. Hadow.]
v. 1. Wooldridge, H. E. The polyphonic period, pt. 1. v. 2. Not published. v. 3. Parry, C. H. H. The music of the seventeeth century. v. 4. Maitland, J. A. F. The age of Bach and Handel.
Oxford, The Clarendon press, 1901-1902. 3 v. 23 cm.

Petzendorfer, Ludwig.
Schriften atlas: eine sammlung der wichtigsten schreib und druckschriften aus alter und neuer zeit nebst initialen monogrammen wappen landesfarben und heraldischen motiven . . .
Stuttgart, Julius Hoffman, 1898. 5 l., 123 pl. 35½ cm.

Poole's index to periodical literature; fourth supplement from January 1, 1897, to January 1, 1902, by William I. Fletcher . . . and Mary Poole . . . with the co-operation of the American library association . . .
Boston and New York, Houghton, Mifflin & co., 1903. xiv p. 1 l., 646 p. 27½ cm.

Poor's manual of the railroads of the United States . . . v. 36.
New York, Poor's railroad manual company, 1903. 23 cm.

Pugin, A. Welby.
Fifteenth and sixteenth century ornaments: in four parts. 1. Gold and silver ornament designs. 2. Iron and brass work designs. 3. Gothic furniture. 4. Details of ancient timber roofs . . .
Edinburgh, John Grant, 1904. iv p. 102 pl. 30 cm.

Reed, Thomas Bracket, *ed.*
Modern eloquence; editor, T. B. Reed; J. McCarthy, R. Johnson, A. E. Bergh, associate editors . . . [v. 11-15, Political oratory.]
Philadelphia, J. D. Morris & co., 1903. 5 v. front., pl. (partly col.) ports. 25 cm.

Scott, Frank Jesup.
Portraitures of Julius Cæsar, a monograph . . .
New York, Longmans, Green & co., 1903. xii, 185 p. front., illus., pl., port. 25½ cm.

Shakespeare, William.

The works of Shakespeare. Edited by Israel Gollancz . . . with many illustrations, antiquarian and topographical. [The larger Temple Shakespeare.]

London, J. M. Dent & co., 1899–1900. 12 v. illus., pl. 21½ cm. (No. 361 of 500 copies printed for America.)

Smith, Francis Hopkinson.

American illustrators. With fifteen plates and many text engravings. In five parts.

New York, C. Scribner's sons, 1894. 68 p. illus., pl. 44 cm. Portfolio.

Strange, Thomas Arthur.

A guide to collectors. 3,500 illustrations. English furniture, decoration, woodwork & allied arts during the last half of the seventeenth century, and the whole of the eighteenth century, and the earlier part of the nineteenth . . . Enlarged edition . . .

[*London, 1900.*] *2 p. l., 368 p. illus. 28½ x 22 cm.*

——— . . . An historical guide to French interiors, furniture, decoration, woodwork & allied arts during the last half the seventeeth century, the whole of the eighteenth century, and the earlier part of the nineteenth . . .

London, The author, [*1903.*] *2 p. l., 400 p. illus. 28½ x 22 cm.*

Thomas, Theodore, *ed.*

Famous composers and their music. Extra illustrated edition of 1901; ed. by Theodore Thomas, John Knowles Paine & Karl Klauser.

Boston, J. B. Millet co., [*1901.*] *16 v. front., illus., col. pl., port. 29½ cm.*

United States. *President.*

A compilation of the messages and papers of the presidents, 1789–1897. Published, by authority of Congress, by James D. Richardson . . .

Washington, Government printing office, 1896–99. 10 v. illus., pl., ports. 23½ cm.

Van Tassel, Charles Sumner, *ed.*

The book of Ohio and its "Centennial"; or, One hundred years of the Buckeye State . . . Centennial ed.

Bowling Green & Toledo, O., C. S. Van Tassel, [*c. 1901.*] *3 v. 996 p. incl. pl., illus. Paged continuously.*

Vuillier, Gaston.

A history of dancing from the earliest ages to our own times, from the French of Gaston Vuillier, with a sketch of dancing in England, by Joseph Grego. Twenty full-page plates and 409 illustrations. [2d ed.]

New York, D. Appleton & co., 1898. xvi, 446 p. front., illus., pl., port., music. 31½ cm.

Waters, Henry Fitz Gilbert.

Genealogical gleanings in England . . .

Boston, New England historic genealogical society, 1901. 2 v. front., pl. port., facsim., tab. 25 cm.

Wey, Francis Alphonse.

Rome, by Francis Wey, containing three hundred and forty-five engravings on wood . . . With an introduction by W. W. Story.

New York, D. Appleton & co., 1888. xiv, 584 p. illus., 72 pl. 33 cm.

Wickhoff, Franz.

Roman art: some of its principles and their application to early Christian painting. Translated and edited by Mrs. S. Arthur Strong . . .

London, Wm. Heinemann; New York, MacMillan & co., 1900. xvi, 198 p. illus., pl. 32 cm.

Wilson, Epiphanius.

Cathedrals of France; popular studies of the most interesting French cathedrals . . .

New York, The Churchman co., 1900. 5 p. l., 208 p. front., illus. folio.

Zur geschichte der kostume. 119 bogen, enthaltend 476 kostumbilder aus verschiedenen jahrhunderten . . .

Munchen, Braun & Schneider, n. d. 8 l. of contents. 119 fold. col. pl. 35 cm.

TABLE F

List of Donors

	Vols.	*Pam.*	*Miscellaneous*
Abrey, Daniel	1		
Alaska Packers' Association	1		
American Bar Association	1		
American Electro-Therapeutic Association.		1	
American Pneumatic Service Co., Boston.		1	
Amherst College		1	
Annin, Frank W			Map of Cuba
Argentine Republic—National Commission to Louisiana Purchase Exposition	2	26	
Armstrong Association, New York		1	
Austin, J. G		36	
Balch, E. S., Philadelphia	1		
Biddle, S. M., Monmouth, Ill	1		
Braddock (Pa.) Carnegie Library		1	
Bradford (Pa.) Carnegie Library		1	
Bridges, J. H	1		
Brosnahan, Timothy, New York		1	
Brown, Miss Amy	16		
Brown University	1		
Bucher, Benj., Waterville, O	2		
Buchtel College		1	

	Vols.	*Pam.*	*Miscellaneous*
Burkholder, Rev. C. M.		2	
Business Men's Conference, Toledo, O.	178		
Canada—Supt. Immigration		1	
Carey, Arthur H., Portsmouth, N. H.		1	
Carlisle (Pa.) Memorial Library		2	
Christian Scientists of Toledo	1		
Cincinnati Chamber of Commerce	1		
Cincinnati Public Library		12	
Cleveland Public Library		9	
Columbus Public School Library		1	
Cornell University—College of Agriculture		1	
Cottrell & Sons Co., New York	1		
David, E. J.		1	
Dayton Public Library		1	
Denman, U. G.	2		
Denver Public Library		2	
De Pauw University		1	
Derrick Publishing Co., Oil City, Pa.	1		
Detroit Public Library		1	
Dick, Joseph	20	5	
Dombaugh, P. E.		1	
Dunlap, Thomas	20	6	
Evans, N. W., Portsmouth, O.		1	
Fajan, Lucian	1		
Fichtenkam, Mr.	1		
Field Columbian Museum, Chicago		15	
Grand Rapids (Mich.)—Ryerson Public Library		2	
Grant, D. D.			Mounted bird
Hamilton College, Clinton, N. Y.		1	
Harrah, W. F., Des Moines, Ia.	1		
Harrison, Carter, Chicago, Ill.	1		
Harvard University	1	1	
Haverhill Public Library		3	
Hedlon, Frank	16		
Helena Public Library		1	
Hollister, Mrs. Lillian, Detroit	1		
Indian Rights Association, Philadelphia		2	
Iowa Grand Lodge of Masons		3	
Jewish Publication Society, Phila.	1		
Kent, Miss Eliza		36	
Kenyon, J. M.	2		
Kostack, Frank		27	
Kuehn, Ernest	1		
Lang, Miss Lily		31	
Lansing Public School Library		1	
Life Publishing Co.			1 picture
Locke, Mrs. D. R.	90		
Locke, Robinson	352		1 picture
Los Angeles Public Library		9	
Lytle, J. J.		1	
McBride, Michael	1		
McClean, Miss Grace			1 Brazil nut pod
McClurg & Co., Chicago		1	
Macomber, Mrs. A. E.	7		
Metzenbaum, Myron, Cleveland		1	
Milwaukee Public Library		1	
Minneapolis City Clerk	2		

	Vols.	*Pam.*	*Miscellaneous*
Minneapolis Public Library		2	
Missouri Com. Louisiana Purchase Expo.	1		
Mix, Miss Jennie Irene		4	
Morton, Miss Nellie J.	1		
Mount Holyoke College		1	
Newark (N. J.) Free Public Library		1	
New Haven Free Library		4	
Newton (Mass.) Free Library		1	
New York (City) Dept. of Education	1		
Nitschke, Mr. D.			2 scrap books
Ohio Bulletin of Charities and Corrections.		1	
Ohio Dairy and Food Commission		1	
Ohio Society of Colonial Dames	1		
Ohio State Board of Charities		5	
Ohio State Library		1	
Ohio State University		1	
Ottumwa (Ia.) Public Library		1	
Philadelphia Commercial Museum		16	
Philadelphia Free Library		1	
Phillips, S. L., Washington, D. C.	1		
Pittsburg—Carnegie Library		15	
Poughkeepsie—Adriance Memorial Library		1	
Princeton University	1		
Providence Public Library		1	
Ridenour, Mrs. J. H.		6	
Royal Society of Canada	1		
St. Louis Mercantile Library		1	
St. Louis Public Library		10	
St. Paul Public Library		1	
Sanger, William		91	
Scott, Frank J.	120	18	
Scott, W. D.		1	
Serrick, Leo	1		
Siam—National Com. to Louisiana Purchase Exposition	1		
Simmons College, Boston		1	
Smithsonian Institution	1	11	
Snyder, Dr. W. H.	13		
Socialist Party, Toledo	1		
Sparks, Edwin E., Chicago		1	
Swayne, Noah H.	1	9	
Swift, Morrison J.		2	
Toledo Board of Education		2	
Toronto Public Library		1	
Tracy, Mrs. Henry	19		
Trowbridge, Mrs. F. E.		33	
United States—Library of Congress	1	12	
United States—Supt. of Documents	304	596	
University of Chicago	1		
University of Colorado		1	
University of Illinois		2	
University of Michigan		1	
University of Pennsylvania		2	
University of Rochester		1	
Walbridge, Mr. E. F., and Mrs. Anna Barnes	39		
Walbridge, John	9		
Ward, J. & Son	1		

	Vols.	*Pam.*	*Miscellaneous*
Warner, Mary G.		53	
Western Reserve University		1	
Wilmington Institute Free Library		8	
Wilmon, J. C., Los Angeles	1		
Wisconsin State Supt. of Education		2	
Wolcott, Mrs. J. L.	4		
Worcester Public Library		1	
Total	1252	1180	

TABLE G

List of Periodicals

DAILIES

Boston Evening Transcript
Chicago Record-Herald
Cleveland Leader
Detroit Free Press
New York Herald
New York Tribune
St. Louis Globe-Democrat
Toledo Blade
Toledo News-Bee
Toledo Times

WEEKLIES

American Agriculturalist
American Architect
American Machinist
Army and Navy Journal
Charities
*Chicago Banker
*Christian Register
*Christian Science Sentinel
*Cleveland Citizen
Collier's Weekly
*Congressional Record (Through Hon. J. H. Southard)
Electrical World
*Engineer
Engineering and Building Record
Forest and Stream
Harper's Weekly
*Helper
Horseless Age
Illustrated London News
Illustrirte Zeitung
Independent
Iron Age
Leslie's Weekly
Life
Literary Digest
Littell's Living Age
Little Chronicle
Musical Courier
Nation
New York Mail and Express (Saturday)
New York Times (Saturday Book Review)
Outlook
*Patent Office Gazette
Printer's Ink
Public Opinion
*Public Policy
Rural New Yorker
Saturday Evening Post
Scientific American
Scientific American Supplement
Street Railway Journal
Sunday School Times
Week's Progress
Youth's Companion

MONTHLIES

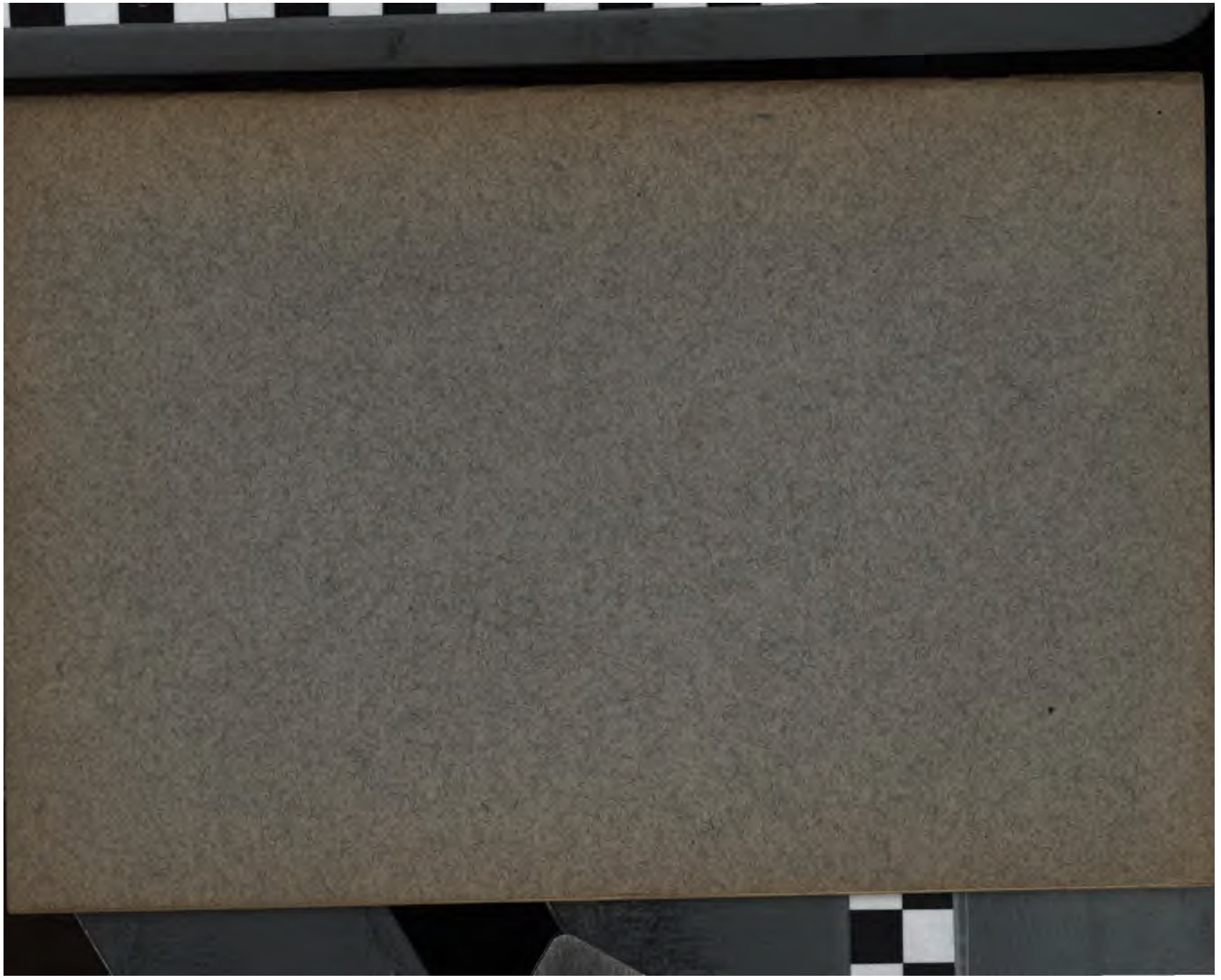
American Boy
American Education
American Engineer and Railroad Journal
Arena
Art Amateur
Art Interchange
Birds and Nature
Blackwood's
Bookman
Brush and Pencil
Carpentry and Building
Century
Chautauquan
*Christian Science Herald (Through Louie C. Peeler)
*Christian Science Journal (Through Louie C. Peeler)
*Comrade
Connecticut Magazine
Contemporary Review
*Cook's Traveller's Gazette
Cosmopolitan
Country Life in America
Craftsman
*Criterion
Critic
Cumulative Book Index
Dial (Semi-monthly)
Education
Educational Review
Engineering Magazine
Everybody's
Fortnightly Review
Good Housekeeping
Harper's Bazaar
Harper's Magazine
House Beautiful
*Humane Journal (Through Mr. J. G. Lamson)
Inland Printer
*International Socialist Review
International Studio
Keramic Studio
Ladies' Home Journal
*Ladies' Review
Lamp
Library Journal
Literary World
Little Folks
McClure's
Magazine of Art
Masters in Art
Missionary Review
Munsey's.
*New Church Review (Through Rev. John R. Hunter)
New England Magazine
Nineteenth Century
North American Review
Outing
Overland
Perry Magazine
Photo-Miniature
Popular Science Monthly
Public Libraries
Railway Guide
Review of Reviews
Rudder
St. Nicholas
*Salvation
Scientific American. Builders' Ed.
Scribner's
*Silver Cross
*Sound Currency
*Tiller
Vick's Family Magazine
Westminster Review
*Wilshire's
*Woman's Journal
World To-day
World's Work

QUARTERLIES

American Journal of Sociology (Bi-monthly)
Bibliotheca Sacra
Edinburgh Review
Forum
Genealogical Quarterly
International Quarterly
New England Genealogical and Historical Register
Old Northwest Genealogical Quarterly
Political Science Quarterly
Quarterly Journal of Economics
Quarterly Review

By subscription	118
By gift	24
Total	142

*Gifts. From publishers unless otherwise stated.



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UNIV. OF MICH.
AUG 31 1906

TOLEDO PUBLIC LIBRARY

REPORT

1905

31



TOLEDO PUBLIC LIBRARY

THIRTY-FIRST ANNUAL REPORT

1905

TOLEDO, O.
THE PUBLIC LIBRARY
1906

The Blade Printing & Paper Co., Toledo, Ohio.

BOARD OF TRUSTEES

Noah H. Swayne -	(Term expires second Monday January, 1908)
Thomas J. Corkery, Jr	(Term expires second Monday January, 1908)
Frank M. Heller -	(Term expires second Monday January, 1908)
Blacque Wilson -	(Term expires second Monday January, 1910)
Mrs. Sarah A. Bissell	(Term expires second Monday January, 1910
Mrs. John Cummings	(Term expires second Monday January, 1910

OFFICERS

President - - - - -	Noah H. Swayne
Vice-President - - - -	Mrs. Sarah A. Bissell
Secretary - - - - -	Cornell Schreiber

COMMITTEES

BOOK—Heller, Corkery, Wilson

BUILDING—Wilson, Heller, Swayne

CIRCULATION—Mrs. Cummings, Mrs. Bissell, Wilson

FINANCE—Wilson, Swayne, Heller

LAWS AND REGULATIONS—Corkery, Mrs. Bissell, Swayne

READING-ROOM—Mrs. Bissell, Mrs. Cummings, Corkery

The first-named of each committee is chairman thereof.

LIBRARY STAFF

Willis Fuller Sewall	*Librarian*
Caroline I. Wales	*Reference Librarian*
Julia E. Calvert	*Registrar*
Marguerite Ainsworth	*Accession Clerk*
Mary W. Reagh	*Cataloguer*
Georgia Houston	*Assistant Cataloguer*
Myrtle L. Lyons	*Book Mender*

CIRCULATION DEPARTMENT

Sara F. Kountz - - *Chief*

Elizabeth Gassaway	Mary Grace Robb
Daisy Terry	Luella Gilson
John C. Klag	Arthur A. Heiser

CHILDREN'S DEPARTMENT

Cora H. Bunker - - *Chief*

Olive Pratt Young	Emma Crowell
Anna R. Thompson	William McElfatrick

CARE OF BUILDING

Lewis A. Waterman	Roy D. Cobb
Mary Glass	Jennie Thomas

REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library:

I present herewith a report on the condition and activities of the Library for the year 1905.

STATE OF THE LIBRARY

The number of books added in the various classes and in total is set forth in the following table:

Additions

Class	Volumes	Class	Volumes
General	47	Literature	463
Philosophy	47	Travel	142
Religion	221	Biography	288
Sociology	226	History	244
Philology	27	Magazines	329
Science	97	Fiction	2,416
Useful arts	328	Juvenile	5,161
Fine arts	221	Documents	314
Total additions	10,571	Volumes in library Jan. 1, 1905	56,576
Worn out	1,656		
Net increase	8,915	Volumes in library Jan. 1, 1906	65,491

Roughly speaking one-half of the books added were juveniles; one-quarter adult fiction; and all the rest one-quarter. Whether this was an ideal division may be debatable, but judged by the insistence of demand it was a fair one. Nevertheless in no one department was the demand for books adequately met owing to lack of funds. In the juvenile department the problem was to maintain the stock in the children's room in the face of a 20% increase in circulation over 1904; to make good 871 books worn out, and to meet an unexpected and phenomenal demand for school libraries. One-half of the 5,161 children's books added went into the schools. Of the 2,416 volumes of fiction added, 687 were current novels for the rental shelves. The remaining 1,729 were used to replenish and strengthen our stock of the older standard fiction, the demand for which is constant and in the long run discriminating. The discards in the adult library numbered

785, mostly fiction. During the year 663 volumes of fiction were transferred from the rental to the free shelves. On Jan. 1, 1906, there were 478 volumes in the rental stock. Four hundred and fifty-four numbers of current periodicals were also purchased for rental. In the class religion the total was nearly doubled by the purchase, at a remarkably low price, of a complete and uniformly bound set of the Bampton lectures, 1780-1882, aggregating 102 volumes. This was rather to take advantage of an opportunity than to meet a demand. There were also considerable purchases for Sunday-school work. In useful arts attention was devoted chiefly to the various branches of engineering. In no department of the adult library was a more persistent and systematic policy pursued. The engineering sections of the A. L. A. Catalogue were bought up to, as well as a composite list submitted by the Toledo Society of engineers. The extensive Catalogue of scientific books prepared by a committee of the Society for the promotion of engineering education, was also taken as a guide. Later in the year I purchased the few titles we did not already have in a list entitled, Books for the water-works office, a paper prepared for the twenty-fifth annual convention of the American water-works association by M. N. Baker, associate editor of the *Engineering News*. This department is now very well supplied with the modern standard works in English. Outside of fiction and juveniles the class literature shows the largest total of additions, as well as of circulation. Besides works in and about the American and English literatures, this total also includes 88 books in the German language and 113 in French. In history, both ancient and modern, it was necessary to duplicate old titles and buy new ones in order to establish class-room libraries in the High school. While the greater part of the additions in the class magazines was from the binding of current volumes, considerable progress was also made in the completion of working sets, as favorable opportunities for purchase were offered. The early missing volumes of the Bookman, Cosmopolitan, McClure's, and New England magazine, with its predecessor the Bay State monthly, have been purchased and bound.

A complete set of the American historical review, given in 1904, was bound and placed on the shelves. Complete sets of Everybody's, and the International quarterly, with its predecessor the International monthly, were also made up and bound. Further progress was made towards the completion of our sets of Life and

the Scientific American and Supplement. As the work of the Library broadens it is interesting to note how the completion of old sets of periodicals and the addition of new ones becomes necessary. As may be seen from the List of wants subjoined to this report, the Library still needs much strengthening in this line. Doubtless many of these wants could be supplied out of Toledo garrets, and the list is published in the hope that they may be. All of the periodicals mentioned above, as well as most of the works given in the appended List of important purchases, were for the reference department. A glance at this list will show how varied are the demands on the department.

As compared with 1904 the increase in the number of books added amounted to 3,738 volumes, of which 2,526 were children's books alone. Other increases were as follows: fiction, 271; literature, 256; religion, 154; biography, 151; useful arts, 139; history, 114; with smaller increases in the remaining classes.

GIFTS

A complete list of gifts may be found in Appendix A. It shows a total of 896 bound volumes, and 1,358 pamphlets and unbound pieces. In addition to this 40 periodicals were received regularly by gift. They are denoted by an asterisk in Appendix B. We credit Mr. Robinson Locke and Mrs. D. R. Locke respectively with 405 and 86 volumes of miscellaneous new books. From the MacManus-Kelley Co. we have received 319 unused numbers of current periodicals. Most of these have been used for binding. The parents of the late Benjamin J. Billstein presented to the Library in their son's name 16 volumes on heating and ventilating. Miss Nellie Fockens transferred to the Library the valuable collection of 1,060 foreign mounted photographs bequeathed to her by the late Anna C. Mott. A suitable cabinet has been purchased to hold them. The usual number of United States and Ohio documents were received.

REGISTRATION

The new registration was 3,987; cards cancelled 271. The net registration to Jan. 1, 1906, was 19,055. In September the original application blanks, which had formerly been filed under the name of the guarantor, were re-alphabeted under the name of the applicant, and the index to guarantors abolished.

CIRCULATION

A tabular view of the circulation for home reading is presented herewith:

Circulation from library building by months

	Adult	Juvenile	Total	Total 1904
January.	12,857	7,931	20,788	17,455
February.	12,411	8,448	20,859	17,115
March.	13,743	10,163	23,906	19,102
April.	11,865	8,774	20,639	18,178
May.	10,522	7,516	18,038	14,364
June.	9,626	7,377	17,003	13,039
July.	9,529	6,953	16,482	13,002
August.	9,635	5,950	15,585	14,107
September.	10,455	5,745	16,200	13,960
October.	11,281	7,013	18,294	18,447
November.	11,927	8,457	20,384	21,006
December.	11,409	8,240	19,649	18,305
Total.	135,260	92,567	227,827	198,080

Circulation from deposits

Ward schools from Feb. 1, juvenile books.....	16,679
High school from Oct. 15, adult books.....	1,676
Social settlement from Nov. 11, juvenile books.....	131
Factories from Nov. 16, adult and juvenile.....	120
Total	18,606
Grand total.....	246,433
Increase over 1904.....	48,353

As compared with 1904, there was a gain of 12,316 in adult circulation, and of 17,431 in juvenile circulation; making a total increase of 29,747 in the number of books loaned from the library building for home reading. In terms of daily average this amounts to 99 books per day. The circulation outside of the building amounted to 18,606. This is a net gain over 1904, all this activity having been established at various times during the year covered by this report. The figures given for the outside circulation are bona fide, being limited to the actual loans for home reading from the several centers. As a side-light to the circulation it is a matter of record that 1,460 postal cards were

sent to delinquent borrowers during the year; and that 28,949 volumes were repaired in the building. This last figure is considerably less than for 1904, indicating that the physical condition of the books is improving. On October 1 fines on overdue books were reduced from 3 to 2 cents a day. Late in the same month a cash register was installed on the general delivery counter. This machine is a "total adder" under the two heads Fines and Rentals. It works well. The bell is of course disconnected.

The nature of the circulation from the building may be seen in the following table:

Circulation from library building by classes

Class	Total	Per cent.	Class	Total	Per cent.
General.	39	00.0	Literature.	5,896	02.6
Philosophy.	1,505	00.7	Travel.	3,370	01.5
Religion.	1,566	00.7	History.	3,462	01.5
Sociology.	2,272	01.0	Biography.	3,010	01.3
Language.	330	00.2	Magazines.	4,352	01.6
Natural science..	1,992	00.9	Fiction.	102,510	45.0
Useful arts. . . .	2,565	01.2	Juveniles.	92,567	40.7
Fine arts.	2,391	01.1			
			Total. . . .	227.827	100.0

As compared with 1904 there was a relative increase of 2.9% in children's books; and a decrease of 0.9% in adult fiction, although 11,738 more volumes of fiction were loaned. In all the non-fiction classes there was a gain in adult circulation of only 578 volumes. There was a gain of 970 in magazines, and of 483 in literature. In fine arts there was an actual loss of 622. In all the other classes the variations, up and down, from last year's figures are trifling. But in no adult non-fiction class was there an increase commensurate with the increase of the circulation as a whole. This condition will doubtless obtain year after year until these classes can be thoroughly renewed, and persistently kept up to date by the addition of the best of the current publications.

The development of the circulation from the children's room is so interesting that I present herewith a comparative table, showing the totals and percentages in the various classes for 1904 and 1905.

Circulation from children's room by classes

Class	1904 Total	1904 Per cent.	1905 Total	1905 Per cent.
Philosophy	...		31	00.0
Religion	440	00.6	960	01.0
Sociology, Fairy tales	1,918	02.5	5,076	05.6
Language	367	00.5	607	00.6
Science	2,338	03.1	3,866	04.2
Useful arts	933	01.2	1,454	01.6
Fine arts	980	01.3	1,479	01.6
Literature	2,205	02.9	3,554	03.9
Travel	2,558	03.2	3,972	04.3
Biography	1,751	02.2	2,494	02.7
History	4,063	06.4	4,749	05.1
Magazines	751	01.1	1,102	01.3
Fiction	56,832	75.0	63,223	68.1
Total	75,136	100.0	92,567	100.0

The increase here amounted to 17,431 volumes; 6,391 being fiction, and 11,040 non-fiction. The percentage of fiction dropped from 75.0 to 68.1; while in every other class except one there was a relative increase. In addition to the home circulation from the children's room of 92,567 volumes, there was a table use of 45,462 volumes. The shelf capacity of this room is about 6,000 volumes. The limit has been reached.

LIBRARIES IN WARD SCHOOLS

The establishment of school libraries came about in this way. Late in January we learned that Miss Dahn and Miss Noyes, teachers in the Southeast school, had secured regular cards for their pupils, on which they themselves were regularly drawing books and carrying them back and forth between the Library and school as they became due. On the first of February we gave each of these teachers 40 books out of the children's room and told them to keep the books as long as they would be of any use. We had no surplus stock for this work, and could not advertise it. But the word spread from teacher to teacher, until in May 30 collections aggregating 1,119 volumes had been distributed. These books sustained a home circulation of 5,650 in addition to all the use made of them in the schoolrooms. In the meantime we had been buying as fast as funds would allow. The schools supplied are set forth in the following table. The variation in circulation of an equal number of books in different schools is due to the varying length of time the books were in use.

School deposits and circulation

February to May

School	Deposit	Circulation
Auburndale	40	187
Detroit	40	191
East Side central	40	87
Glenwood	79	247
Hoag annex	40	124
Navarre	196	810
Nebraska	44	134
Newton	40	105
Ontario	40	222
Raymer	162	727
Smead	38	132
South	40	170
Southeast	106	1,059
Spring	134	1,249
Walbridge	80	206
Total	1,119	5,650

Early in June all these books were returned to the Library. They were repaired during the summer, and supplemented with as many new ones as the funds would allow me to purchase. At the opening of the schools in the fall we invited each principal to come to the Library and select her books. Many responded in person, others sent their teachers. After 72 libraries had been made up the supply of books became exhausted, and subsequent requests had to be declined. The number of books sent to each school together with the home circulation thereof was as follows:

School deposits and circulation

October to December

School	Deposit	Circulation
Auburndale	230	899
Chase	153	527
Detroit	40	200
East Side central	160	635
Glenwood	341	1,603
Hoag	120	1,170
Jefferson	26	16
Navarre	130	607
Nebraska	40	204
Ontario	50	172
Raymer	120	643
Segur	289	901
Southeast	187	531
Spring	240	1,014
Walbridge	303	1,907
Total	2,429	11,029

In addition to the above, 125 volumes were sent to five kinder-

gärtens and one other low grade room, which sustained no circulation.

The books for each class-room were selected by the teacher and the children's librarian jointly, to suit the particular needs of the children. The following table will show the kinds of books taken, and the circulation thereof:

School deposits and circulation by classes

February to December

Class	Deposit Feb.-May.	Deposit Oct.-Dec.	Total circulation	Per cent.
Philosophy	...	2	2	00.0
Religion	20	71	467	02.8
Sociology, Fairy tales	52	116	928	05.6
Language	...	17	72	00.1
Science	249	379	3,058	18.3
Useful arts	24	43	229	01.4
Fine arts	8	52	165	00.8
Literature	56	144	817	04.8
Travel	105	257	1,600	10.0
Biography	62	134	637	03.9
History	129	241	1,812	11.0
Magazines	6	2	20	00.0
Fiction	408	958	6,872	41.3
Total	1,119	2,429	16,679	100.0

It will be seen that in the deposits for each semester, fiction was about one-third of the whole; and that natural science, history and travel were greatly sought. Indeed it would have been no disgrace if the deposits had been entirely fiction, considering the kind the teachers wanted. The activity of circulation in fiction is no greater than in a number of other classes. It is interesting to compare the percentages of circulation from the schools with that from the children's room at the Library.

We leave each teacher free to use her books as she thinks best, merely recommending that she allow them to circulate freely to the homes. For this purpose we provide a record book, which reduces the labor of keeping the record to a minimum. Greatly to our surprise we have found that the books are read by the parents as well as the children, especially if they are of foreign birth. In this connection many pathetic instances have come to our notice. But the class-room use, for which the books are primarily selected, and of which there can be no record, is the most important and profitable. The methods of using them are as varied as the personalities of the teachers. But in general they are used to supplement the text-books, they are read aloud, they

are bestowed as rewards of merit, and in a few cases, alas! they have been withheld as a punishment. The general testimony of the teachers, as we hear it, is that the books have been a godsend, both in the schools and in the homes. Some provision should soon be made for the proper shelving of the books in the school-rooms.

OTHER ACTIVITIES

In the middle of October we began to establish class-room libraries in the High school. Up to the end of the year 108 volumes of ancient and modern history, 25 of geology, and 40 of literature had been thus placed on deposit. These books are entirely adult. The use of them was mainly in the building, but there was also a recorded home circulation of 1,676.

On November 1 and two subsequent dates we sent 102 juvenile books to the North Toledo Social Settlement. A library attendant goes there every Friday afternoon to give them out. A little later we turned over to Miss Reynolds of the Y. W. C. A. 85 books, both adult and juvenile, to circulate among factory girls.

Throughout December we conducted an experimental children's story hour at the Settlement on Friday afternoons, and in the children's room at the Library on Saturday mornings. We were extremely fortunate in securing for this work the services of Miss Heston, an experienced kindergartner.

It is as yet too early to see results, but the outlook is encouraging. At the Settlement as many as thirty children have been in attendance. At the Library an effort is made to keep in touch with Mr. Gunckel, and the juvenile court.

Early in November an information desk was established in the main circulating department, with Miss Kountz in charge. This relieves her from work at the delivery counter, and enables her to give her whole time to the general superintendence of the department. Her principal duties are to assist borrowers to find the books they want, and to report deficiencies for purchase.

The work in the reference room has progressed along established lines, and is constantly broadening out. The number of men using the reference room is notably increasing. Especially good work has been done with the normal training class. A traveling library from the University of Chicago has been deposited in the room in connection with each course of university extension lectures. Notwithstanding the relief afforded by the

information desk, and by the class-room libraries in the High school, the work in the reference room is very frequently more than one person can handle.

The collection of photographs in the children's room sustained a circulation of 1,506 which is not included in the statistical record. These pictures are greatly appreciated by teachers and study clubs. Appropriate selections from them are always used to decorate the children's room.

PUBLICITY

In March I purchased a thousand copies of the List of one thousand best novels prepared by the Newark Free Public Library. They were given out freely from the delivery counter, and were greatly appreciated by those who used them. I shall place another order when the revised edition is ready. In June I purchased 1,000 copies of A classified catalogue of scientific and technological books prepared by a committee of the Society for the promotion of engineering education. A copy of this list, with an accompanying circular letter, was mailed to each firm and individual in the city that we thought would be interested. A supply was also kept on the delivery counter. There are still a few copies left. But our principal and most effective means of reaching the people has been through the newspapers. The Library is under deep obligation to the local press for the large amount of space that has been given to lists of books and library news.

THE BUILDING

In the summer the newspaper reading room in the basement was abolished as such, the papers being moved up into the general reading room. The rear half of the space thus vacated was shelved for storage; the front is used for the handling of new and rebound books. The tower room adjacent to the reading room was added to the working space by swinging forward the counter. The registration and mending were established there. The cataloguing was removed from the librarian's office to the alcove behind the catalogue. The last available wall space in the children's room was shelved. The building is utterly inadequate in every particular; and I can think of no further makeshift to relieve the congestion either of books, staff, or readers.

At present the work of ordering and preparing books for use is, perforce, scattered in three places on the main floor and

the basement, with no book-lift or elevator. This is decidedly uneconomical. Moreover, the basement is always dark and gloomy, and in summer is damp and unhealthy. All of this work ought to be concentrated on one floor above ground, with good light and ventilation.

The most disgusting, discouraging thing we have to contend with is the smoke nuisance. In spite of a ceaseless round of cleaning, books not in constant use are as black to the hand as so many lumps of soft coal.

STAFF

On April 1 Mary G. Warner severed her connection with the Library after eleven years of continuous service, and removed from the city. It was with extreme regret that we saw her go. Miss Warner had for six years been assistant reference librarian, and since October 1, 1904, had been in charge of the department while Miss Wales was attending the Western Reserve University library school at Cleveland. Miss Wales resumed her place as reference librarian May 1, and has been assisted as needed by Miss Gassaway. Mr. Waterman is in charge evenings.

In September Miss Ainsworth was granted a leave of absence to attend the library school of Simmons College in Boston. Miss Crowell was then made accession clerk. Miss Ainsworth is fitting herself to be order clerk and librarian's secretary. Miss Reagh completed her year's work as head cataloguer on September 15. Since that time I have personally supervised this work. Miss Kountz was absent five weeks in November and December studying the circulation methods of a number of eastern libraries. She visited Pittsburgh, Philadelphia, New York, Brooklyn, Newark, Albany, Utica and Buffalo. The librarians and superintendents of circulation of all these libraries were exceedingly courteous and obliging and did everything in their power to facilitate her investigations.

Your librarian represented the Library at the Conference of the American Library Association held at Portland, Oregon, last July. Miss Wales, Miss Kountz, Miss Bunker, Mrs. Young and the librarian attended the meetings of the Ohio State Library Association held at Bass Lake in October.

Respectfully submitted

WILLIS FULLER SEWALL
Librarian

January 17, 1906

APPENDIX A

List of Donors

	Vols.	*Pam.*	*Miscellaneous*
American Agriculturist		1	
American Bar Association	1		
American Humane Association		1	
American-Irish Historical Society	1		
American Printing House for the Blind		1	
American Sunday-school Union	1		
Amherst College		1	
Antioch Collection, Yellow Springs, O		1	
Austin, James		4	
Bangor (Me.), Public Library		1	
Billstein, Benj. J	16		
Blunt, W. T	1		Picture.
Boyden, Mrs. E. M. B., Chicago	2		
Bolton, Sarah Knowles, Cleveland	1		
Bradford (Pa.), Carnegie Library		1	
Breckenridge, Mrs. E. P	4		
Brown, Miss Amy	12	36	
Buchtel College		1	
Burrows, C. W		1	
Carlisle(Pa.), J. Herman Bosler Library		2	
Chicago Public Library		1	
Cincinnati Chamber of Commerce	1		
Cincinnati Mercantile Lib ary		1	
Cincinnati Public Library		12	
Cleveland Public Library		3	
Club Notes, Cleveland		7	
Columbus Public School Library		2	
Connecticut State Library		3	
Council Bluffs Public Library		1	
Cox, Ethel L., Brooklyn	1		
David, E. J., San Francisco		1	
Detroit Public Library		2	
Dick, Joseph	6		
District of Co umbia Public Library		5	
Drexel Institute, Philadelphia		1	
Engineering and Mining Journal		1	
Erie (Pa.) Public Library		1	
Evanston (Ill.) Public Library		1	
Ferguson, Mr. R. E	1		
Field Columbia Museum, Chicago	1	8	
Georgetown University, Washington		1	
Gillette, Frederick H	1		
Grand Rapids (Mich.) Ryerson Public Library		10	

	Vols.	*Pam.*	*Miscellaneous.*
Harvard University	1	2	
Haverhill (Mass.) Public Library		7	
Helena (Mont.) Public Library		1	
Holt, Henry, & Co., New York			Bookmark.
Indian Rights Association, Philadelphia		1	
Iowa Grand Lodge of Masons		3	
Iowa Masonic Library, Cedar Rapids		1	
Kansas, Dept. of Agriculture	3	18	
Kent, Miss Eliza	3	36	
Lake Mohonk Conference	1	1	
Lawrence (Mass.) Public Library		1	
Lewis & Clark Exposition Co	1		
Life Publishing Co., New York		18	
Locke, Mrs. D. R	86	39	
Locke, Robinson	405	26	
Loring, James M., St. Louis	1		
Los Angeles Public Library		9	
Lynn (Mass.) Public Library		1	
McBride, Michael	5		
MacManus-Kelley Co		319	
Macomber, A. E		1	
Miller, Kelly, Washington		1	
Milwaukee Public Library		1	
Minneapolis City Clerk	1	1	
Minneapolis Public Library		4	
Mt. Holyoke College		1	
National Academy of Science		1	
National Builders' Supply Association		6	
National Child Labor Association		3	
National Educational Association	1	3	
National Irrigation Congress		1	
Newark (N. J.) Public Library		12	
New Haven (Conn.) Free Library		2	
Newton (Mass.) Public Library		1	
New York City, Comptroller	2		
New York City Dept. of Education	1		
New York City Merchants Association		2	
New York City Public Library		2	
Nitschke, Mr. D			2 Scrap Books.
Northampton (Mass.) Forbes Library		1	
Ohio Auditor of State	1		
Ohio Dairy and Food Commission		1	
Ohio Senate	1		
Ohio State Library		12	
Ohio Bulletin of Charities and Corrections		4	
Ohio Society, New York	1		
Ohio Woman's Suffrage Association		1	
Orton, Mrs. Edward, Columbus		1	
Osaka (Japan) Public Library		1	
Ottumwa (Ia.) Public Library		1	
Pennslyvania Prison Society		1	
Philadelphia Free Library		2	
Phillips Exeter Academy		3	
Pilot Knob Memorial Association		1	
Pittsburg, Carnegie Library		17	
Princeton University		2	

	Vols.	*Pam.*	*Miscellaneous.*
Providence (R. I.) Public Library.		1	
Ramsell, S. V.	4	2	
Ransom, Caroline.	1		
St. Joseph (Mo.) Public Library.		12	
St. Louis Mercantile Library.		1	
St. Louis Public Library.	1	10	
St. Paul Public Library.		1	
Sanger, William.	2	88	
Scranton (Pa.) Public Library.		5	
Shepard, F. J., Buffalo.		1	
Simmons College, Boston.		1	
Smith, Miss Farrar.		1	
Smithsonian Institution.	7	9	
Springfield (O.) Warder Public Library.		1	
Stevens, C. Ellis.	1		
Syracuse Public Library.		2	
Toledo City Clerk.		7	
Toledo, Forsyth Post, G. A. R.			1 Picture.
Toronto Public Library.		1	
United States, Library of Congress	14	8	
United States, Supt. of Documents	297	502	
Universal Congress of Lawyers and Jurists.	1		
Universal Peace Congress.		1	
University of Chicago.		2	
University of Cincinnati.	1		
University of Colorado		1	
University of Michigan.		2	
University of Pennsylvania.		2	
University of Texas.	1		
Warner, Mary G.	2		
Wells, C. S., London, Eng.	1		
Western Reserve Library School		1	
Westfield (Mass.) Atheneum.		1	
Wilmington (Del.) Institute Free Libr'y		8	
Wisconsin, Dept. of Public Instruction		1	
Wishard, G. U.		1	
Wittenberg College.		1	
Worcester (Mass.) Public Library		1	
Worts, George.			1 Picture.
Total.	896	1358	

APPENDIX B

List of Periodicals

DAILIES

Boston Evening Transcript
Chicago Record-Herald
Cleveland Leader
Detroit Free Press
New York Herald
New York Tribune
New York Staats-Zeitung
St. Louis Globe-Democrat
Toledo Blade
Toledo News-Bee
Toledo Press
Toledo Times

WEEKLIES

American Agriculturist
American Architect
American Machinist
Army and Navy Journal
Catalogue of Title Entries of Books (Through the Collector of the port)
*Catholic Record (Through Rev. F. Heiermann)
Charities
*Chicago Banker
*Christian Register
*Christian Science Sentinel
*Cleveland Citizen
Collier's Weekly
*Congressional Record (Through Hon. J. H.Southard)
Electrical World
Engineering and Building Record
Engineering News
Forest and Stream
Harper's Weekly
*Helper
Horseless Age
Illustrated London News
Illustrirte Zeitung
Independent
Iron Age
Leslie's Weekly
Life
Literary Digest
Little Chronicle
Living Age
Musical Courier
Nation
New York Mail and Express (Saturday issue)
New York Times (Saturday Book Review)
*Ohio Wesleyan Transcript
Outlook
*Patent Office Gazette
Printers' Ink
Public Opinion
*Public Policy
Publishers' Weekly
Rural New Yorker
*St. Johnsbury Review
Saturday Evening Post
Scientific American
Scientific American Supplement
Search Light
Street Railway Journal
Sunday-School Times
*Worker
Youth's Companion

MONTHLIES

American Boy
American Engineer and Railroad Journal
American Homes and Gardens
Architectural Record
Arena
Atlantic Monthly
Birds and Nature
Blackwood's Magazine
*Blue Jacket
*Book Buyer
Bookman
Brickbuilder
Brush and Pencil
*Bulletin of the League of American Municipalities
Carpentry and Building
Century Magazine
Chautauquan
*Christian Science Herald (Through Louise C. Peelar)
*Christian Science Journal (Through Louise C. Peelar)
*Comrade
Contemporary Review
*Cook's Traveller's Gazette
Cosmopolitan
Country Life in America
Craftsman
*Criterion
Critic
Cumulative Book Index
Cumulative Book Review Digest
Current Literature
Dial (Semi-monthly)
Education
Educational Review
Engineering Magazine
Engineering Society of Western Pennsylvania
Everybody's Magazine
Fortnightly Review
Good Housekeeping
Harper's Bazar
Harper's Monthly
*Herald of the Cross
House Beautiful
*Humane Journal (Through Mr. J. G. Lamson)
*Indian's Friend
Inland Printer
*Inlander
*International Socialist Review
International Studio
Keramic Studio
*Kirke & Haus
Ladies' Home Journal
*Ladies' Review
Library Index
Library Journal
Little Folks
*Lyceumite
McClure's Magazine
Masters in Art
*Messenger (Through Rev. F. Heiermann)
Missionary Review
Municipal Journal
Munsey's Magazine
Musician
National Geographic Magazine
*New Church Review (Through Rev. J. R. Hunter)
New England Magazine
Nineteenth Century and After
North American Review
Outing
Overland Monthly
*Pelican (Through R. E. Ferguson)
Perry Magazine
Photographic Times
Popular Science Monthly
Primary Education
Primary Plans
Public Libraries
Reader's Guide to Periodical Literature
Review of Reviews
Rudder
St. Nicholas
*Salvation
Scribner's Magazine

MONTHLIES—Continued

*Silver Cross
*Sound Currency
*Truth (Through Rev. F. Heiermann)
*Uj Világ
Vick's Family Magazine
Westminster Review
*Wilshire's Magazine
*Woman's Journal
World To-day
*World To-day(Through Myrtle M. Hunt)
World's Work
*Youth's Realm

QUARTERLIES

American Journal of Sociology (Bi-monthly)
Bibliotheca Sacra
Connecticut Magazine
Edinburgh Review
Forum
Genealogical Quarterly
International Quarterly
Manual Training Magazine
Nature Study Review (Bi-monthly)
New England Genealogical and Historical Register
Old Northwest Genealogical Quarterly
Political Science Quarterly
Quarterly Journal of Economics
Quarterly Review

By subscription	130
By gift	40
Total	170

*Gift of publisher unless otherwise stated.

APPENDIX C

List of Important Purchases

American institute of mining engineers.
Transactions. Philadelphia & New York, The Institute, 1873-1893. v. 1-21.

American library association.
The "A. L. A." index. An index to general literature, biographical, historical, and literary essays and sketches, reports and publications of boards and societies dealing with education, health, labor, charities and correction, etc., etc., by William I. Fletcher . . . with the co-operation of many librarians. 2d ed. greatly enlarged and brought down to January 1, 1900. Issued by the publishing board of the American library association. Boston & New York, Houghton, Mifflin & co., 1901.

The **American** nation: a history edited by A. B. Hart. New York & London, Harper & brothers, 1904–1905. v. 1–10.

American society of civil engineers.
Transactions. New York, The society, 1884-1904.
v. 13–32; 35–52.

Bampton lectures, 1780-1882. London & New York, various publishers, 1780-1884. 102 v.

Binion, Samuel Augustus
Ancient Egypt: or, Mizraïm. New York, Henry G. Allen & co., 1887. 2 v.
Edition de luxe. No. 251 of 800 copies.

Brandes, George Morris Cohen
Main currents in nineteenth century literature. In six volumes. London, Heinemann, 1901-1905.

Britton, John
The architectural antiquities of Great Britain represented and illustrated in a series of views, elevations, plans, sections, and details of ancient English edifices; with historical and descriptive accounts of each. London, M. A. Nattali, 1835. 5 v.

Burns, James Jesse
Educational history of Ohio; a history of its progress since the formation of the state, together with the portraits and biographies of past and present state officials. Columbus, O., Historical publishing co., 1905.

The **Century** library of music, edited by Ignace Jan Paderewski; associate editors, Fanny Morris Smith, Bernard Boekelman. New York, The Century co., 1900-02. 20 v.

Collier, John Payne
A bibliographical and critical account of the rarest books in the English language, alphabetically arranged, which during the last fifty years have come under the observation of J. Payne Collier. New York, D. G. Francis, 1866. 4 v.

Courthope, William John
A history of English poetry. New York & London, Macmillan & co., 1895-1903. v. 1-4.

Cram's standard American railway system atlas of the world. Showing all the railway systems in colors. Accompanied by a complete and simple index of the United States. New York, Chicago, G. F. Cram, 1905.

Cyclopedia of applied electricity; a practical guide for electricians, mechanics, engineers, students, telegraph and telephone operators, and all others interested in electricity; prepared by a corps of experts, electrical engineers and designers, illustrated with over two thousand engravings. Chicago, American school of correspondence at Armour institute of technology, 1905. 5 v.

Cyclopedia of modern shop practice; a manual of shop practice, pattern making, machine design . . . etc. Editor-in-chief: Howard Monroe Raymond. . . . assisted by a corps of shop experts, designers and engineers; illustrated with over two thousand engravings. Chicago, American technical society, 1904. 4 v.

Dictionary of national biography. Ed. by Leslie Stephen and Sidney Lee. v. 1-63; and supplement v. 1-3. London, Smith, Elder & co., 1885-1901. 66v.

Ebers, George
Egypt, descriptive, historical and picturesque; translated from the German by Clara Bell. London, Cassell & co., 1898. 2 v.

Evans, Nelson Wiley
A history of Scioto County, Ohio, together with a pioneer record of Southern Ohio. Portsmouth, O., N. W. Evans, 1903.
——— A history of Adams County, Ohio, from its earliest settlement to the present time, including character sketches of the prominent persons identified with the first century of the county's growth . . . West Union, O., E. B. Stivers, 1900.

Fenner, Byron

Fenner's twentieth century formulary and international dispensatory, being the 13th edition of Fenner's complete formulary, rev. and rewritten. Westfield, N. Y., B. Fenner, 1904.

Flachat, E. and others

Traité de la fabrication de la fonte et du fer envisagée sous les trois rapports chimique, mécanique et commercial. Liège, Dominique Avanzo et cie., 1851-1852. 3 v. and atlas.

Foster, Clement LeNeve

A text-book of ore and stone mining. 5th ed., rev. and enlarged by L. H. Cooke. London, C. Griffin & co., 1904.

Fuller, George W.

Report on the investigations into the purification of the Ohio river water at Louisville, Kentucky, made to the president and directors of the Louisville water company. . . . N. Y., D. Van-Nostrand co., 1898.

Garnett, Richard

English literature; an illustrated record. New York & London, The Macmillan co., 1903-04. 4 v.

Gradl, M. J.

Moderne bauformen: monatshefte für architektur. Stuttgart, Julius Hoffmann, 1902-04. v. 1-3.

Greve, Charles Theodore

Centennial history of Cincinnati and representative citizens. Chicago, Biographical publishing co., 1904.

Historical art furniture. Specimens of English, French, German and Italian workmanship, from the Middle Ages, Renaissance period, and epochs of Louis XIII, Louis XIV, Louis XV, and Louis XVI. Drawn from originals in European museums and private collections. New York, Helburn & Hagen, [n. d.] Portfolio.

Hopkins, Edward John

The organ, its history and construction. A comprehensive treatise on the structure and capabilities of the organ . . . preceded by an entirely new history of the organ by Edward F. Rimbault. 3rd ed. London, Robert Cocks & co., 1877.

Howard; George Elliott

A history of matrimonial institutions chiefly in England and the United States, with an introductory analysis of the literature and the theories of primitive marriage and the family. Chicago, The University of Chicago press, Callaghan & co.; London, T. F. Unwin, 1904. 3 v.

Howard, Montague

Old London silver, its history, its makers and its marks; with two hundred illustrations, and over four thousand facsimiles of makers' marks and hall-marks. New York, C. Scribner's sons; London, B. T. Batsford, 1903.

Ancient coffers and cupboards; their history and description from the earliest times to the middle of the sixteenth century. With two colored and numerous other illustrations by the author. London, Methuen & co., 1902.

Larousse, Pierre

Nouveau Larousse illustré; dictionnaire universel encyclopédique, publié sous la direction de Claude Auge. Paris, Librairie Larousse, 1898-1904. 7 v.

Lee, Guy Carleton, ed.

The history of North America. Philadelphia, Printed for subscribers only by G. Barrie & sons, c1903. v. 1-8; 10-14; 17. This edition, printed on Japan vellum paper, is limited to one thousand numbered and registered sets. This set numbered 881.

Livingston, Luther Samuel

Auction prices of books; a representative record arranged in alphabetical order from the commencement of the English Book-prices current in 1886 and the American book-prices current in 1894 to 1904, and including some thousands of important auction quotations of earlier date. New York, Dodd, Mead & co., 1905. 4 v.

Lock, C. G. Warnford

Mining and ore dressing machinery; a comprehensive treatise dealing with the modern practice of winning both metalliferous and non-metalliferous minerals . . . and preparing the product for the market. London, E. & F. N. Spon, 1890.

Mantzius, Karl

A history of theatrical art in ancient and modern times . . . With an introduction by William Archer. Authorized translation by Louise von Cossel. London, Duckworth & co., 1904. 3 v.

Merriman, Mansfield & **Jacoby,** Henry S.

A text-book on roofs and bridges. New York, J. Wiley & sons; London, Chapman & Hall, 1896-1905. 4 v.

Michie, Alexander

The Englishman in China during the Victorian era, as illustrated in the career of Sir Rutherford Alcock. Edinburgh, W. Blackwood & sons, 1900. 2 v.

Modern engineering practice.
Reference library; modern engineering practice, steam, electricity, mechanics. Editor-in-chief, Frank W. Gunsaulus assisted by a corps of twenty-five distinguished specialists and technical experts. Chicago, American school of correspondence at

Traité de la fabrication de la fonte et des [illegible]
trois rapports chimique, mécanique et commercial. Liège, Dominique Avanzo et cie., 1851-1852. 3 v. and atlas.

[redacted] **Foster,** Clement LeNeve [illegible]

Myers, Frederic William Henry
Human personality and its survival of bodily death. New York, London, Longmans, Green & co., 1903. 2 v.

National conference of charities and correction.
Proceedings. 24 v.
Completing set except as noted below under List of wants.

National educational association.
Journal of proceedings. 28 v.
Completing set except as noted below under List of wants.

Ohio newspaper artists association.
The capitol gallery of the official portraits of the governors of Ohio. Cincinnati, O., The Ebbert & Richardson co., 1905.

Ohio's progressive sons. A history of the State. Sketches of those who have helped to build up the commonwealth. Cincinnati, O., Queen City publishing co., 1905.

Pickering, William Henry
The moon; a summary of the existing knowledge of our satellite, with a complete photographic atlas . . . One hundred illustrations. New York, Doubleday, Page & co., 1903.

Prentice, Andrew N.
Renaissance architecture and ornament in Spain. A series of examples selected from the purest works executed between the years 1500-1560, measured and drawn together with short descriptive text. Boston, George H. Pollery & co., [n. d.] Portfolio.

Rand, McNally & company
Rand, McNally & co.'s indexed atlas of the world with 275 illustrations. Historical—descriptive—statistical. Chicago, London, Rand, McNally & co., 1905. 2 v.

Readers' guide to periodical literature, being a consolidation of the Readers' guide to periodical literature and Cumulative index to selected list of periodicals. 1900-1904. Minneapolis, Minn., H. W. Wilson, 1904.

Roe, Fred

Ancient coffers and cupboards; their history and description from the earliest times to the middle of the sixteenth century. With two colored and numerous other illustrations by the author. London, Methuen & co., 1902.

Saintsbury, George Edward Bateman

A history of criticism and literary taste in Europe from the earliest texts to the present day. Edinburgh, London, W. Blackwood & sons. 1902-1904. 3 v.

Shakespeare, William

A new variorum edition of Shakespeare, ed. by Horace Howard Furness. Philadelphia, London, J. B. Lippincott co., 1877-1904. 14 v.

Shaw, Henry

The encyclopedia of ornament illustrated by a series of fifty-three plates of ironwork, lacework, and needlework, tapestry, stained glass, bookbindings, tiles, panels, screens, etc. Edinburgh, John Grant, 1904.

Smith, Joseph Jencks, comp.

Civil and military list of Rhode Island, 1647-1800. A list of all officers elected by the General assembly from the organization of the legislative government of the colony to 1800. Compiled from the records. Providence, R. I., Preston & Rounds co., 1900.

Stieler, Adolf

Adolf Stieler's Hand atlas über alle theile der erde und über das waltgebaude. 100 karten. Gotha, J. Perthes, 1905.

Taylor, Alfred Swaine

The principles and practice of medical jurisprudence. 5th ed. edited by Fred J. Smith. London, J. & A. Churchill, 1905. 2 v.

Technologisches wörterbuch, deutsch-englisch-französisch. Hrsg. von E. Rohrig, C. Dill und E. von Hoyer. Mit einem vorwort von weil. K. Karmarsch. 5th ed. Wiesbaden, J. F. Bergman, 1902-04. 3 v.

Thatcher, Oliver Joseph, ed.

The ideas that have influenced civilization, in the original documents; Milwaukee, Boston, etc., The Roberts-Manchester publishing co., 1901. 10 v.

Tredwell, Daniel M.

A monograph on privately illustrated books. A plea for bibliomania. Flatbush, L. I., Privately printed, 1892. [New York, The DeVinne press, 1891.]

No. 44 of 250 copies printed on hand-made paper.

Universal cyclopaedia and atlas. Charles Kendall Adams editor-in-chief, assisted by a corps of associate editors composed largely of eminent specialists in Europe and America. A newly revised and enlarged edition. Rossiter Johnson, ed. of revision. New York, D. Appleton & co., 1904. 12 v.

Vapereau, Gustave

Dictionnaire universel des contemporains contenant toutes les personnes notable de la France et des pays étrangers. Ouvrage rédigé et tenu à jour avec le concours d' écrivains de tous les pays. 6 éd. entièrement refondue et considérablement augm. Paris, Hachette et cie. 1893.

Williams, Henry Smith, ed.

The historian's history of the world; a comprehensive narrative of the rise and development of nations as recorded by over two thousand of the great writers of all ages; ed. with the assistance of a distinguished board of advisers and contributors. New York, The Outlook co. London, The History association, 1904-05. 25 v.

The **World's** best poetry. Editor-in-chief Bliss Carman; associate editors, John Vance Cheney, Charles G. D. Roberts, Charles F. Richardson, Francis H. Stoddard; managing editor, John R. Howard. Philadelphia, J. D. Morris & co., 1904. 10 v.

APPENDIX D

List of Wants

American architect. v. 1, 2.

American bar association.
Reports. v. 14, 1891.

American institute of mining engineers.
Transactions. v. 22 (1894) to date.

American journal of sociology. v. 2, 4.

American society of civil engineers.
Transactions. v. 1-12.

Architectural record. v. 1-16.

Brush and pencil. v. 1-4.

Carpentry and building, 11-25.

Charities. v. 1-11.

Chautauquan. v. 1–6; 9.

Connecticut quarterly. v. 1 (1895).

Contemporary review. v. 1-48.

Current literature. v. 1–2; 25–35.

Edinburgh review. v. 129-162.

Engineering magazine. v. 1.

Engineers' society of Western Pennsylvania.
Proceedings. v. 2-4; 11-20.

Forest and stream. v. 1-29.

Good housekeeping. v. 29-37.

Fortnightly review. v. 1-44.

Harper's weekly. v. 29-33.

Harvard graduates magazine v. 7 (1898) to date.

Inland printer. v. 1-4; 9-32.

Keramic studio. v. 1-5.

Library journal. v. 1.

Life. v. 1-14; 21; 22; 26; 27; 28; 34; 35; 37; 38; 40.

Mineral industry. v. 1-8.

Nation. v. 1-29.

National conference of charities and corrections.
Proceedings. 1875-'78; '81-'85.

National educational association.
Journal of proceedings. 1871; '72; '82; '83; '85.

National geographic magazine. v. 1-15.

New England historical and genealogical register. v. 12-19 (1858-'65).

New York genealogical and biographical record. v. 10 (1879) to date.

Nineteenth century. v. 1-18.

Outing. v. 1-11; 22.

Overland monthly. v. 4-10.

Perry magazine. v. 1; 5.

Poet-Lore. v. 1-7.

Public libraries. v. 1, 2.

Public opinion. v. 1.

Review of reviews. (American ed.) v. 1-4.

Rudder. v. 1-7.

Scientific American old series. v. 1, 2. New series. v. 15; 35-38; 42; 44; 49; 60.

Scientific American supplement. v. 5; 9; 11; 12; 15; 20; 22.

Theatre (N. Y.) Nos. 1-36; 40; 42; 45; 52; 55; 57 .

Toledo Blade. 1851; '54 to '56; Jan. 1, '69-June 30, '75; July 1, '76 to Dec. 31, '80; also numerous single dates given on application.

Toledo public library.
Reports. 1874; '75; '77; '78; '80; '83.

Unitarian review. v. 1-3; 13-30; 37 to date.

Van Nostrand's engineering magazine. v. 12-29.





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TOLEDO PUBLIC LIBRARY

REPORT

1907

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UNIV. OF MICH.
MAR 28 1908



TOLEDO PUBLIC LIBRARY

THIRTY - THIRD ANNUAL REPORT

1907

TOLEDO, OHIO
THE PUBLIC LIBRARY
1908

THE BLADE PRINTING & PAPER CO., TOLEDO, O.

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LIBRARY STAFF

WILLIS FULLER SEWALL.....*Librarian*
JULIA E. CALVERT.....*Registrar*
MARGUERITE AINSWORTH.....*Order Clerk*
EMMA CROWELL.....*Accession Clerk*
GEORGIA HOUSTON.....*Cataloguer*
MYRTLE L. LYONS.....*Book Mender*

REFERENCE DEPARTMENT

CAROLINE I. WALES, *Chief*
ELIZABETH GASSAWAY

ADULT CIRCULATION DEPARTMENT

SARA F. KOUNTZ, *Chief*

MARY GRACE ROBB
LUELLA GILSON
DAISY TERRY
ARTHUR A. HEISER
VIRGIL REASON
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CHILDREN'S DEPARTMENT

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CARE OF BUILDING

LOUIS FOX

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JENNIE THOMAS

REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

I have the honor to present herewith a report on the work of the Library for the year 1907, being the fourth year under the present administration.

SOME ADVANCES

The year has witnessed an unprecedented and really very remarkable increase in the use of the Library. This is manifest in the registration of new borrowers; in the circulation of both adult and juvenile books from the Library building; in the demand on the part of teachers for school libraries, and the circulation therefrom; and in the volume and variety of reference work. The tedious work of the preceding three years in reorganizing and infusing a new spirit into the Library has evidently begun to bear fruit. The Library is beginning to come into its own; or rather the people, who own and maintain it, are literally coming more and more into their own. They are finding that it is worth their while.

The number of new books added was 8,110; worn out and discarded 2,929; net increase 5,181; total at end of year 78,034. There was a net increase of 969 in the number of active borrowers, making a total of 19,900 at the close of the year, being very nearly twice the number four years ago. The total new registration was 3,968. The home circulation of books reached a total of 375,931, showing a gain over 1906 of 95,650 volumes, or 34 per cent. In order that the growth of the circulation may be intelligently studied I present the following table:

Summary of Circulation for Four Years

	1904	1905	1906	1907
Adult fiction	90,772	102,510	116,792	173,305
Adult non-fiction	32,172	32,750	36,949	51,043
Adult total	122,944	135,260	153,741	224,348
Children's room	75,136	92,567	89,666	92,961
Total from building	198,080	227,827	243,407	317,309
Adult deposits		1,796	3,592	3,884
*Juvenile deposits		16,810	33,282	54,738
Grand total	198,080	246,433	280,281	375,931

The systematic purchase of books, well distributed between adult fiction, adult non-fiction and juveniles, was begun in 1904 and has continued to this time. The first response to these purchases, as might be expected, was from the children. The circulation from the children's room jumped from 75,136 in 1904 to 92,567 in 1905, and has steadily maintained this high figure for three years. So far as I know the only other children's rooms in this country (and I suppose in the world) that circulate more than 90,000 volumes a year are those in the central library buildings in Buffalo, Cincinnati and Washington. The growth of the school library work has also been very rapid. This extension of the Library's activities began with two deposits of forty volumes each in February, 1905. Over 6,000 volumes are now in use. The work has developed absolutely on its own merits. We have delivered books only to teachers in schools remote from the Library who have asked for them; and only those teachers who have wanted books have asked for them. From the very first we have never been able to meet the voluntary requisitions of the teachers; and at no time were we farther from doing so than in October of this year, when our available stock of books was considerably larger than ever before.

In the adult circulation there was no such ready response to new books and methods. There were hundreds of dissatisfied card-holders who had not used the Library for years, and who literally had to be "shown" that it was worth while to come back. It took three years to overcome this inertia and gain new momentum. Considering that the first things I did in the fall of 1903 were to move the adult fiction from the rear of the book-room to the front, and to put the rented duplicate department on its feet, it would be natural to expect here the earliest increase in the adult circulation. The record shows this to be the fact; but up to 1907 the increase was very moderate. The adult

*Mainly school libraries.

non-fiction circulation, which is the only recorded measure of the use of the Library for serious purposes by the men and women of the city (the use of the reference-room being not of record), was deplorably small in 1904, and showed an increase of less than six hundred volumes in 1905. In 1906 there was a gain of a little over four thousand volumes, which while not an astounding figure was at the rate of 12.8 per cent., comparable with the 13.9 per cent. increase in adult fiction for the same year. But in 1907 the adult circulation gathered great headway, gaining more than twice as much as the two preceding years combined. The fiction total amounted to 173,305 volumes, showing a gain of 56,513 volumes over 1906, or 48 per cent. The non-fiction total was 51,043 volumes, having increased 14,094 volumes, or 40 per cent. The total adult circulation for 1907 was therefore 224,348, revealing an increase over 1906 of 70,607 volumes, or 46 per cent; and being nearly twice the figure for 1904.

As I have said above, the work of the years 1904, 1905 and 1906 was a necessary paving of the way for this great increase; but the immediate cause was the generous extension of the privileges of adult borrowers which went into effect at the beginning of 1907. The new rule was given wide publicity in the local newspapers. I quote from one of them: "At the annual meeting of the Toledo public library board yesterday afternoon [January 8] it was decided to extend freer use of all books to patrons. Hereafter, on any adult card, four books, of any class, may be taken at one time, instead of two [only one of which may be fiction]. The board wishes it understood that there are no restrictions relative to the class of books which may be used. Four fiction volumes will be given on one card as readily as four of different kinds. During the early days of the library but one book was allowed an adult at a time. The present board first raised the number to two, and yesterday decided to increase it to four. This is regarded as a sign of the excellent progress the library has made. It will permit the more effective circulation of books without extra expense." I advocated this rule primarily for the benefit of study-club members and others using the Library for serious purposes to whom the limitation to two books was a great inconvenience. But the result has been that most of our adult borrowers have taken advantage of it in part or in toto at times, and many of them to the limit all the time. I assume that they have wanted the books, else they would not come and get them. Surely there was no compulsion in the matter. There have been two unexpected and highly gratifying results under

the operation of this rule. In the first place it has brought borrowers to the Library from remote sections of the city. They say it is worth the time and car-fare to come for four books, or perhaps six or eight if husband and wife are both card-holders, whereas they could not afford to come for two. In the second place the increase in non-fiction has kept pace with the fiction. This is all the more remarkable when it is understood that our fiction figures include the issues from a very active rental duplicate department.

It is thus apparent that so far as patronage is concerned the Library is flourishing to a degree; but from a financial point of view the present condition and future outlook are not so roseate.

SOME NEEDS

It is unnecessary to renew here the oft-repeated arguments for more room. I am simply going to call your attention to the fact that the circulation from the building has nearly doubled in four years, and that the building has grown more and more inadequate in exactly the same ratio. The limit of shelf capacity, against which I have been warning you in my previous reports, is now just ahead of us.

It is entirely immaterial to me and also, I judge, to the citizens in general whether the Library is housed in the present building remodeled and enlarged, or in a new one, if only it is adequate to present needs, with reasonable provision for growth. Three years ago we secured excellent plans for the enlargement of this building, but the earnest efforts of your Board to finance the proposition have so far been fruitless. From my standpoint of administrative efficiency and good public service I can only hope that efforts along this or some other line may be successful; and that right early, for each year's delay adds materially to the difficulties of the situation. If this library improvement is sidetracked until the filtration plant, a new bridge, a city hall, a fire tug, some engine houses and schools, and Summit and Superior Street extensions have been provided for out of the public funds, I fear that the present generation will pass away before anything is accomplished toward securing for the people the enlarged library facilities which they are demonstrating by daily use that they need. Desirable as are all these other proposed improvements, and necessary as some are,

I contend that none of them will advance the true welfare of the city more than to equip the Library so that it can do the work which it is the function, privilege and duty of a public library to perform.

I ask your careful study of the following table of additions during the four years ending 1907, in comparison with the summary of circulation for the same years on page 6.

Summary of Additions for Four Years

	1904	1905	1906	1907
Adult fiction	2,145	2,416	2,028	2,374
Adult non-fiction	1,738	2,680	2,565	1,821
Juveniles	2,635	5,161	3,231	3,772
Documents	315	314	270	143
Total	6,833	10,571	8,094	8,110
Worn out	1,634	1,656	732	2,929
Net increase	5,199	8,915	7,362	5,181

You will see that while the demand for books on the part of the public has been increasing by leaps and bounds, the purchase of books has been steadily diminishing. This is an utterly deplorable condition which will ultimately end in disaster. The books will be worn out, and the public will again fall away in disgust. The situation in a nutshell is this: The Library's income from taxes has remained practically stagnant for four years; the fixed charges have remained constant; the circulation and general activities have doubled, steadily forcing up the salary budget as was right and proper, but always at the expense of the book fund. Nor is this all; for the increased output means more wear and tear to be made good, and necessitates more copies of hundreds of books, non-fiction as well as fiction or juvenile; so that what is left for the purchase of books not previously in the Library has diminished still more rapidly. In the first half of 1907 our book fund was practically exhausted by the normal purchases as early as May 1, and in the second half by October 15.

Every section of the Library that sustains an active circulation has been materially strengthened during the past four years. Nevertheless in most cases the present stock of books is less adequate to the demand than it was before I began buying. This sounds like a paradox; and is, I admit, incapable of proof. But those of the staff who work among the books and with the public know it to be literally

true. In this connection I invite your attention to the following inventory of stock available for circulation in a few of the more active sections of the adult non-fiction department.

Stock Available for Circulation

Class	Shelves
Mathematics	2
Astronomy	2½
Steam engineering	1½
Electrical engineering	2
Gas engines	½
Machine shops	¾
Chemical technology	2½
Manufacturing	2
Mechanical trades	1½
Building	3
Architecture	2½
Painting	2
Engraving	½
Photography	1
Antiquities	2

Class	Shelves
Travel	
Europe in general	3
Ireland and Scotland	1½
England	3
Germany	1½
France	2½
Japan	2
U. S. in general	1½
Arctic regions	2
History	
Ancient, in general	3
Rome	3
Germany	3
Italy	2
Russia	2
Japan	⅔
Canada	1½
Mexico & Cen. America	1

Anyone can see that the stock of books in these classes is disgracefully weak. From data in my possession I could enlarge this table four or five-fold with a similar showing.

These great needs carry with them of course the hope of their fulfillment. But there are many other things the Library ought to have and do.

SOME HOPES

Nothing but praise can be accorded the borrowers we have for their activity; 317,309 volumes drawn out of the building by 20,000 borrowers in 1907 means an average of 16 volumes per borrower. But in point of number of borrowers we are weak; we should have twice as many at least. I believe it would be perfectly easy to draw 10,000 additional borrowers to this building if we had the books to meet their needs. Think what a circulation such a registration would create. But it would be distinctly unfair and in the end disastrous to engage in a systematic campaign for new borrowers when we have not books enough to meet the present demands. The purchase of books and the demand for them should advance in parallel lines rather than in widely divergent lines, as is the case now.

We could use twice as many books at once in the ward schools, which would swell our circulation there to more than 100,000 volumes a year. We should see to it that every child in the schools reasonably near the Library, whose teacher or parents do not object, becomes a card-holder. When the Newsboys' building is a reality we should enter that field with something besides good wishes and worn-out books. We should circularize the trades and manufacturing plants. We should get the official support and co-operation of the labor unions. We ought to have a collection of standard musical scores for circulation. The astounding patronage bestowed upon the little collection of books lately placed in the East Side branch of the Y. W. C. A. shows how hungry the people of that locality are for library privileges. We should zealously co-operate with the evening schools in operation in the Y. M. C. A. and elsewhere. With a German population of at least one quarter of the whole city, and large and flourishing colonies of Poles and Hungarians, it is simple justice that these citizens also get some intelligible library service in return for their taxes.

The duty of public libraries to foreigners is well set forth in the following editorial from the Boston Transcript: "The public library authorities in the larger cities are beginning to turn their attention to providing means of furthering the assimilation of their foreign populations. This new movement in the public library world of this country is supplementary to what the day schools are doing for the children of the foreign-born and the night-schools for the adults. All that can be expected to be done by them is to impart an elementary knowledge of our language. With that for objective it is believed advisable to attract the foreign population to the public libraries, first by recognizing in the books placed before them the literature of their fatherland. This respect for their classics and the evidence of the sympathetic temper will help bring these people into the library. After having once made them feel at home there and implanted the reading-habit in them, there should be placed convenient to their hand good translations of elementary text-books in civics, from English into their own languages. In this way they will be enabled to learn something of the manner of acquiring citizenship, of the citizen's rights and duties, and of the opportunities in various occupations and different parts of the country that are available to the newcomers. The librarians say that, except the leaflets and the folders sent out by the more ambitious steamship and railroad companies or the more enterprising States, there are no manuals for popular use in convenient compass and arrangement giv-

ing intelligent accounts of the industrial conditions of the country and of its diversified climate and products, the chances in the farming regions, the fruit lands, the mining districts, the great lumber regions, together with the prevailing wages and cost of living. Some such literature has been prepared for the immigrants at Ellis Island. It is the opinion of the New York Library Association, founded on the vast experience of New York city in dealing with immigrants, that the Library Institute should devote special effort to perfecting details of the possible service of public libraries to immigrants throughout the country."

I am very thankful that six of our most poorly paid assistants were granted increases of five dollars per month, effective September 1. My belief is that the minimum salary for assistants trained to meet our requirements and of demonstrated efficiency should be forty dollars per month; and that the more experienced assistants and responsible heads of departments should be paid in proportion.

In 1904 the Library paid out for salaries $8,924.15; in 1905, $10,359.51; in 1906, $11,804.41; in 1907, 12,069.69. The increase for the four years is a little more than one-third. The number of employees was 19 up to October 1, 1904; 21 for the remainder of that year; and 22 from the beginning of 1905 to the present day, always including three boys on half time and three janitors. The work of the Library has practically doubled in these four years. Making all possible allowance for systematization there is still a wide discrepancy between the increase in work to be done and the compensation therefor.

The building should be better lighted by night, and kept cleaner all the time. The Library lays itself open to grave censure in compelling its patrons and employees to stumble up gloomy entrances into illy lighted rooms and book-stacks, to handle sooty books, and to breathe air in which hangs continually an impalpable dust. One case of tuberculous infection of the lungs, or of permanently weakened eyesight, would be a terrible price to pay for such economy.

Within the present limitations of funds and building, the only important administrative improvement capable of successful prosecution is the recataloguing of the adult non-fiction books. While it would be a great satisfaction to see this work completely accomplished at an early day, and is desirable in some classes that it should be, nevertheless I am confident that on the whole it is better to proceed in the

future as we have in the past, recataloguing only as the books need to be rebound, or as slackness of other work permits, using always if possible the excellent printed catalogue cards of the Library of Congress. All our books are now available through the old catalogue; and already the most glaring errors and inconsistencies of the old classification have been corrected.

I have enumerated above some important, and I think entirely practical things the Library should do. The staff is competent, with some assistance in the lower grades of work, to carry them to a successful issue. It is as necessary for the welfare of the Library that its income be made to fit its necessary expenditures, as that its expenditures for any fiscal period be made to fit a previously fixed income. The next step in the expansion of the Library is plainly not administrative but financial. I therefore respectfully lay these matters before you, pledging my utmost assistance, and praying that my hopes may early be realized.

"O stablish me according to thy word, that I may live: and let me not be disappointed of my hope." Ps. cxix. 116.

SOME LIBRARY LAWS

Ohio has an abundance of excellent library laws, covering every essential aspect of the public library work. Libraries situated as ours is may operate under three general laws, either as a city, county or school district library. I purpose here to compare briefly the taxation clauses of these laws. This Library is strictly a city library, operating under the municipal code, which provides that "the council of each city shall have power to levy and collect a tax not exceeding one mill on each dollar of the taxable property of the municipality, annually." This law is merely permissive, fixing a maximum. If the council determines for economical or political reasons to levy a meagre library tax, or even none at all, there is no remedy. The library cannot adopt any comprehensive programme of expansion, because it has no assurance of a steady income. Furthermore, with each change in the personnel of the council the campaign for an increased or even a continued income has to be waged afresh.

The county library law declares that "the commissioners . . . are hereby authorized at their June session each year to levy a tax of not exceeding a half mill on each dollar of taxable property of such

county." This law is likewise merely permissive, with only half the maximum of the municipal code. The criticism of insecurity of income applies here also, and for the same reasons. In this county there is a good deal of territory outside of the city to be covered, while the tax duplicate is small. Even though it enjoyed the full benefit of the law, I doubt if this Library could be operated as efficiently throughout the county as it now is within the city limits.

The taxation section of the school district library law reads as follows: "Said board of library trustees shall annually, during the month of May, certify to the board of education the amount of money that will be needed for increasing, maintaining and operating said library during the ensuing year in addition to the funds available therefor from other sources; and such board of education shall annually levy on each dollar of taxable property within said school district, in addition to other levies authorized by law, such assessment not exceeding one mill, as shall be necessary to realize the sum so certified, the same to be placed on the tax duplicate and collected as other taxes. The proceeds of the said tax shall constitute a fund to be known and designated as the library fund. Payments therefrom shall only be made upon the warrant of the board of trustees of the library, signed by the president and secretary thereof."

This I regard as far and away the best of the three general library laws. The maximum is here one mill on the dollar as in the municipal code, which is ample. The library knows just what its income will be for it fixes its own levy. The Cleveland public library has for many years, if not always, been a school district library, and was reorganized under this law in 1906. Its levy for that year was eight-tenths of a mill for maintenance, and one-tenth for sinking fund. Its circulation for home reading was more than a million and a half volumes.

Respectfully submitted,

WILLIS FULLER SEWALL
Librarian

THE YEAR IN DETAIL

Submitted to the Librarian by the Heads of Departments

ADDITIONS

The number of books added in the various classes is as follows:

Class	Volumes	Class	Volumes
General	33	Literature	254
Philosophy	44	Travel	156
Religion	85	Biography	135
Sociology	189	History	119
Language	38	Magazines	266
Science	70	Fiction	2,374
Useful Arts	283	Juvenile	3,772
Fine Arts	149	Documents	143

Total additions	8,110
Worn out	2,929
Net increase	5,181
Volumes in Library Jan. 1, 1907	72,853
Volumes in Library Jan. 1, 1908	78,034

The permanent additions may be summarized as follows: By purchase, 7,535 volumes; by gift from private sources, 432; by gift from the United States and the State of Ohio, 143. All of the books added were accessioned except the 143 documents; and all were catalogued except these and the 266 magazines.

Of the 2,929 volumes worn out, 1,549 were adult and 1,380 juvenile. But 1,025 of the adult books were old unused fiction which had been removed to the basement two years ago. Therefore only 524 adult books succumbed to the current wear and tear. An analysis of the 2,374 volumes of fiction added shows that 1,216 were duplicates for rent, and 1,158 were directly for the free shelves, either to replace worn-out books, or to strengthen the stock of standard titles. The 1,216 volumes of rental duplicates cost $1,079.93. Current magazines for rent cost $85.30. This makes a total outlay of $1,165.23. The income was $1,413.32. It is thus apparent that the Library has not squandered the public funds in riotous fiction-buying, as many people imagine, and as some intimate when told that the funds of the Library do not admit of this or that purchase.

EMMA CROWELL

CATALOGUING DEPARTMENT

The 8,110 volumes added to the permanent stock of the Library were prepared for use in a number of ways. The 143 volumes of United States and Ohio documents were merely labeled and shelved with their sets. The 266 volumes of bound periodicals were accessioned and then treated like the documents. The remaining 7,601 volumes, being books for general circulation, for the school duplicate collection, and for the reference-room, were catalogued. They did not all pass through the cataloguer's own hands, however. The duplicate volumes aggregating 5,393 were added to the shelf-lists by the accession clerk. These consisted of 2,083 adult books, 1,980 for the children's room, and 1,330 school duplicates. The remaining 2,208 were new titles, which passed under the cataloguer's hand and were definitely classified and fully catalogued. Of these, 1,746 were adult and 462 were juvenile. Besides these new books, 830 titles of old books were treated in the same way, mainly incident to rebinding. Altogether, therefore, 3,038 titles were fully classified and catalogued. To accomplish this 9,538 printed catalogue cards were purchased from the Library of Congress, and 2,963 were typewritten by the cataloguer. This makes a total of 12,501 cards, of which 9,463 were added to the public catalogues, and 3,038 to the official shelf-list. With the exception of the cards for the catalogue in the children's room, the filing was all done by the cataloguer. She was absent two months in midsummer.

GEORGIA HOUSTON

GIFTS

The Library received by gift a total of 840 bound volumes, and 2,071 unbound pamphlets and periodicals. A complete list of donors is presented in Appendix A. Special mention is made here of the most important gifts. From Mr. George A. Bassett 16 volumes of the publications of the Ohio Archæological and Historical Society; from Mr. Robinson Locke 497 volumes of current miscellaneous books sent to the Blade for review; from the MacManus-Kelley Advertising Co., 484 numbers of current periodicals; from the Michigan State Library 7 volumes of the later annual publications of the Michigan Pioneer and Historical Society; from the National Society, S.A.R., 3 Year-books; from the New York Chapter, S. A. R., 2 Year-books; from Rev. G. R. Richards, 88 back numbers of the Missionary Review of the World toward the completion of our set; from the Society

of Colonial Wars their General Register in one volume; from Mrs. W. T. Walker, 22 valuable works of history, travel and biography from the private library of her late husband, including two very beautifully bound biographical encyclopædias of Ohio; from the estate of the late Mrs. S. H. Waring, an encyclopædia in two volumes for the children's room, four volumes of historical books, and 144 unbound numbers of Harper's Magazine; from the Ursula Wolcott chapter of the D. A. R., 31 volumes of American history and biography for the children's room.

As a depository the Library received from the State of Ohio 13 volumes and 55 pamphlets; and from the U. S. Superintendent of Documents, 143 volumes and 913 pamphlets.

REFERENCE DEPARTMENT

The reference-room is open every day in the year from 8:30 A.M. to 9 P. M., and every Sunday from 2 to 9 P. M. No statistics of the number of people using the room are possible. The only record kept is the number of books gathered up from the tables. These are mainly from the stack-room, as the larger reference books are usually returned to the shelves by the persons who consult them. On this basis the number of books used during the year was 41,926, showing a healthy increase over 1906, as that year did over 1905. About twenty club programs were received, and exhaustively annotated with references, so that when the papers came to be written material was quickly placed at hand.

Visitors from the surrounding small towns use the room constantly, and many inquiries by mail are answered. Non-residents frequently borrow books on special subjects by leaving a deposit of money which is refunded upon the return of the books in good condition. The proximity of the Library to the high school brings the young people every day for material for debates and speeches until our capacity is taxed to the utmost. Indeed, one of the greatest, if not the greatest, need of the Library is more room for this department. The reference work is severely handicapped by lack of proper shelf-room. The books frequently have to be arranged on the shelves by size rather than by subject, or worse yet, have to be stowed away in closets and nooks and corners.

Through the winter months the University Extension books are placed in the reference-room and patrons (with University Extension tickets) take them from there. The principal of the normal school often asks to have special books placed on a shelf in the room.

There have been added during the year the analytic cards of the Warner Library of the World's Best Literature, the National Cyclopædia of American Biography and Reed's Modern Eloquence, also the Index to the Magazine of American History, making these volumes yield of their richness a store of information otherwise unavailable. Clippings from newspapers and out-of-the-way periodicals on a great variety of topics were filed in envelopes, and are constantly consulted.

This suggests in a small way the many sources of information needed and used in a growing reference-room. The requests for information and material on all kinds of subjects show the increasing value of the department.

CAROLINE I. WALES

REGISTRATION

The new registration amounted to 3,968; cards canceled in regular course, 566. We continued the practice of a wholesale canceling of unused cards to the number of 2,433, instead of compelling a general re-registration. The number of cards in force at the end of the year was 19,900, and 550 extra study cards.

On January 1, 1904, there were 10,593 borrowers of record. Assuming that all the lapses since have been from those old cardholders—and it is true that the great majority have been—it appears that 7,192 have lapsed. The remaining 3,401 together with the 16,499 who have registered during the last four years make up the 19,900 we now have. It is interesting to observe that the number of active borrowers and the home circulation advance in even ratio, both having nearly doubled in four years.

JULIA E. CALVERT

CIRCULATION

The total circulation of books for home reading is presented in detail in the following table.

Circulation from Library Building by Months

	Adult	Juvenile	Total
January	19,060	8,505	27,565
February	19,430	8,773	28,203
March	21,139	10,205	31,344
April	20,195	9,363	29,558
May	18,537	8,269	26,806
June	15,753	6,674	22,427
July	16,025	6,029	22,054
August	16,557	5,813	22,370
September	16,342	4,761	21,103
October	19,069	6,832	25,901
November	22,047	9,452	31,499
December	20,194	8,285	28,479
Totals	224,348	92,961	317,309

Circulation from Deposits

Ward, private and rural schools—juvenile	54,222
Central High School—adult	1,087
East Side High School—adult	216
North Toledo Settlement—adult	219
St. John's College—adult	29
Smead Seminary—adult	30
Y. M. C. A.—adult	568
Y. M. C. A.—juvenile	146
Y. W. C. A. East Side branch—adult	178
Y. W. C. A. East Side branch—juvenile	151
Y. W. C. A. Factory Work—adult	1,776
Total	58,622
Grand total—home circulation	375,931
Increase over 1906	95,650

The total home circulation amounted to 375,931 volumes, showing an increase over 1906 of 95,650 volumes, or 34 per cent. The greater part of this increase was in the adult circulation, which made a gain of 70,607 volumes, or 46 per cent. The circulation from the children's room, which appears under the heading "juvenile" in the table, amounted to 92,961 volumes, being 3,295 more than for 1906, and slightly in excess of the previous high-water mark of 1905. The home circulation from the juvenile books deposited in the schools increased from 33,282 in 1906 to 54,738 in 1907, or 64 per cent. The use of these books in the schools, which is considered even more important than the circulation into the homes, is not of record. Two thousand eight hundred and ninety pictures were loaned from the children's room, but are not included in the record given above. During the year 9,734 adult books, and 24,028 juvenile books were mended in the building. In the adult circulating department it was necessary to send out 1,028 postals to delinquent borrowers, and 80 to guarantors. In the children's room the numbers were respectively 828 and 40. On December 2, 1907, it was estimated that 8,300 adult books and 2,700 juvenile books, 11,000 in all, were in borrowers' hands. On December 10, 1906, the total was 7,580, the difference being almost wholly adult books.

Statistics of largest and smallest days in home circulation have no real value, and are inserted merely for their curious interest. The largest day was Saturday, February 23, when 2,002 adult and 1,024 juvenile books, making a total of 3,026, were drawn out of the central building. We had here the unusual combination of a pleasant winter Saturday (always the busiest day of the week) following a closed holiday. There was virtually two days' circulation in one. It was not a source of unalloyed joy. The smallest day was January

3, when on account of a bad storm only 543 books were given out, 372 being adult and 171 juvenile. From January 12 to May 4 every Saturday, except the last in March and April, sustained a circulation of from 2,000 to 2,500. The four last Saturdays in November were also above the 2,000 mark.

The character of the circulation from the central building, and the increases over 1906, are shown in detail in the following table.

Circulation from Library Building by Classes

Class	Books issued		Increase over 1906	
	Volumes	Per ct.	Volumes	Per ct.
General	90	00.0	56	16.5
Philosophy	2,523	00.9	820	48
Religion	2,571	00.9	599	30
Sociology	3,982	01.3	1,336	50
Language	448	00.2	99	66
Science	3,035	01.0	1,017	50
Useful Arts	5,364	01.7	1,740	54
Fine Arts	4,714	01.5	1,566	50
Literature	10,751	03.8	2,909	32
Travel	4,635	01.5	1,250	37
Biography	3,367	01.2	673	25
History	3,855	01.3	679	21
Magazines	5,708	01.8	1,206	27
Fiction	173,305	54.7	56,513	48
Juveniles	92,961	28.2	3,295	04
Grand total	317,309	100.0	73,902	30

As compared with 1906 the adult circulation increased 70,607 volumes, or 46 per cent., while the circulation from the children's room was but little better than constant. This has the effect of proportionately swelling the percentages of adult books issued, and of diminishing the juvenile percentage. The second part of the table is, however, much more interesting. The percentages of increase in the adult classes may fairly be called encouraging, if not indeed spectacular. Disregarding the classes General and Language, in which the volume of circulation is too small to be considered, the adult circulation falls under twelve heads. The Fiction increase (48 per cent.) ranks sixth, being exceeded by Useful Arts (54 per cent.), and Sociology, Science and Fine Arts (each 50 per cent.); and equaled by Philosophy. These six classes form a well-defined group by themselves, in which the rate of increase has been phenomenally large. The six remaining classes reveal a gradually diminishing percentage of increase. They are Travel (37 per cent); Literature (32 per cent.); Religion (25 per cent.); and History (21 per cent.). These new figures contain in a nutshell the whole story of the increase in the use of the Library by adults.

SARA F. KOUNTZ

CHILDREN'S DEPARTMENT

Children's Room

During the year 1907 a few more books were circulated from the children's room than in any year previous, making it from the standpoint of circulation the largest year since the room opened. The great work started so earnestly and well in 1899, has steadily grown and its usefulness has increased each year.

The school work is done almost entirely by the assistants in the children's room, and we feel in undertaking that work that we have had the privilege of reaching children who were otherwise too far away to come to us.

Some story-hour work was done in the beginning of the year, but as we have no room in which to tell the stories excepting a small work-room which is always in demand, we found that work must be post-poned until we had a larger building, more books and more time. We feel that much good can be accomplished in this most interesting work by introducing the children through the story-hour to their choicest literature, but as far as possible that is done by lists sent into the schools and by individual work with the children in the room. Many teachers virtually conduct story-hours; and we aid them in every way possible, feeling sure that many more children are reached thereby than would be possible at the Library even under the most favorable conditions.

A collection of pictures was started when the room opened, and has been added to by gifts, some purchases and by pictures cut from magazines and mounted. These are loaned to teachers for their school work, to Sunday-school workers, and are used in our room.

The mending of the books in the room and the school duplicate collection aggregated 24,028 volumes, which is no small part of the work, as the care and interest taken in the mending and binding of books have made it possible to continue the work with a large number of children.

We have sent books to the Young Men's Christian Association for their boy clubs, and to the North Toledo Settlement, and have had many requests which we have been unable to fill. Near the close of the year some books were placed in the East-side branch of the Young Women's Christian Association, where a work with children has been started which promises to develop to large proportions.

Two books on a card, one only being fiction, is our general rule, although we make exceptions for teachers needing books for their work.

Forty-five thousand eight hundred and thirty books were gathered up from the reading-tables, having been used for reference work for the children and by the children themselves for general reading or entertainment.

A teacher said not long ago, "Anything we study helps us with everything else we study, so closely is our work related." And so the great work done by all in the Library has helped us, and we hope by the work we are trying to do in our children's room to prepare the children for an intelligent use of the entire Library when they have outgrown our children's department.

Circulation from Children's Room by Classes

Class	Total	Per ct.	Class	Total	Per ct.
Philosophy	85	00.1	Literature	3,534	03.9
Religion	737	00.8	Travel	5,450	05.8
Sociology, fairy tales	7,280	07.9	Biography	2,625	02.8
Language	843	00.9	History	5,072	05.4
Science	3,412	03.7	Magazines	916	01.0
Useful Arts	1,825	02.0	Fiction	58,811	63.3
Fine Arts	2,371	02.4	Total	92,961	100.0

The Library and the Schools

The interest in our school work has steadily increased. This we realized when last fall's work began. The requests from the kindergartens up through all the grades of the ward schools were greater than we could supply, and after our duplicate school collection was exhausted we took every book we could spare from the children's room and met as far as possible the needs of the schools. Our city has no branch libraries, and the children far away from us in this way have had the opportunity to read the best we could send to them. In going into the schools I have been much pleased to see the fine work done for the children and to hear the intelligent requests of the teachers and children for books which they desire as soon as we have the means to supply them.

The opening of the children's room to this larger work has done much, I am sure, and the hearty co-operation of Superintendent, teachers, children and our library workers has made it possible to enlarge our usefulness more than statistics can show.

CORA H. BUNKER

Extension Work from Children's Department

	January—June		October—December	
	Deposit	Circulation	Deposit	Circulation
Auburndale School	217	1,417	271	1,406
Auburndale Annex School	40	244	173	861
Broadway School	158	1,456	319	2,300
Chase School			37	125
Detroit School	310	2,032	333	1,761
East Side Central School	240	745	64	283
Eggleston Rural School	32	120		
Glenwood School	392	2,100	460	2,830
Hoag School	34	139	103	434
Illinois School			12	
Indiana School	32	188	10	76
Ironville School	184	620	221	665
Junction School	152	696	145	567
Lutheran Trinity School	51	368		
McNutt Rural School	3	14		
Misses Janes & Franklin School	41	75	50	59
Mott Annex School	37	195	40	94
Navarre School	15		237	1,482
Nebraska School	249	1,452	381	2,063
Newbury School			116	562
Newton School	133	407	300	1,068
Normal Training School	22			
North Toledo Settlement	80	138	31	81
Norwood School	80	343		
Ontario School	100	592	96	575
Raymer School	393	1,897	423	2,877
St. Clair School	5			
Segur School	240	932	286	1,164
Sherman School			321	1,449
South School			123	639
Southeast School	402	1,729	312	1,478
Spring School	245	1,064	203	281
Stickney School	211	1,143	346	1,447
Waite School	446	3,169	300	1,287
Walbridge School	162	1,329	280	1,923
Y. M. C. A.	40		42	146
Y. W. C. A. East Side branch			30	151
Totals	4,746	24,604	6,065	30,134

Maximum number of volumes on deposit 6,065

Grand total of circulation for the year 54,738

TOLEDO PUBLIC LIBRARY
TOLEDO, OHIO, Sept. 13, 1907

MR. C. L. VAN CLEVE,
Supt. of Schools, Toledo, O.

Dear Sir:

The Public Library has approximately 6,000 volumes of carefully selected children's books available for use in school or classroom libraries in the ward schools. This is a much larger stock than we have ever had before. Principals and teachers are cordially invited to come to the Library and make selection for their particular needs. They will be assisted by Miss Bunker, the children's librarian. In the distribution of books, the schools remote from the Library will be given the preference. If any books are left, applications from nearer schools may be filed. These libraries may be changed in part or in whole at mid-year; or may be kept through the school year, at the discretion of the teacher. The Library delivers and collects all books.

In the administration of the libraries the same general rules will prevail as heretofore. A copy of our "Instructions Relative to School Libraries" is enclosed herewith. In the first clause of section 5 the words "as agents of the Library" should be inserted after the word "responsible." We shall continue to expect that principals and teachers will administer their libraries prudently and carefully, always enforcing rule 3 of the "Instructions;" but we shall not hold them financially responsible for losses and mutilations when the offender cannot be discovered. I understand that you have already given me your verbal approval of this amendment to rule 5; and that you will take official cognizance of any case of careless management on the part of a teacher. Considering the trifling losses during the past two years, there is little likelihood that this will be necessary.

A year ago last March (or thereabouts) Mr. McKesson was instructed by the Board of Education to provide necessary shelving for these school libraries. Principals who still need shelving should confer with him. The Library cannot put books into rooms where there is no shelving.

Many principals and teachers have greatly aided the Library in the past by distributing application blanks to the pupils, and I hope they will continue to do so. Any number of blanks will be furnished at any time. I wish, however, to discourage teachers from signing these blanks as guarantor. It is likely to cause the teacher trouble in later years. The proper guarantor is the father, if living, or other adult member of the family. I should like to have the teacher endorse the application on the back with the name, grade and school. A sample blank is enclosed.

A detailed statement of our school work for 1906 may be found in our Report for that year, of which you and each principal already has a copy. For the months January to June inclusive of 1907 we had 4,666 books deposited in the ward schools, which sustained a home circulation of 24,590. This is an increase of 50 per cent. over the same period of 1906, and I trust the good work, now well established, may continue to flourish. We also supply high school teachers with special collections of adult books for classroom use. Application for such should be made to Miss Kountz, superintendent of the adult circulation.

The Library has a good working collection of modern pedagogical books (on the main floor), and will always be glad to add extra copies and new titles as the need arises. Recommendations and requests are invited.

Every adult borrower may take four books at a time regardless of kind, on his regular card. Teachers may have a "Teachers' card" also if necessary.

Very truly,

WILLIS F. SEWALL
Librarian

STATEMENTS OF PRINCIPALS

Broadway School

In response to your request as to the educational value of books distributed through the medium of the schools, I beg leave to say that they are not only of the greatest good to the children themselves, but also to the parents. We often say we would like to have a chance to educate the parents, and this is as near as we can come to realizing our wish. Frequently, on making inquiries as to how pupils like a book, the answer comes, "It was too hard for me but my father or mother liked it very much."

MARY E. MCGUIRE, *Teacher*

To the pupil from a home where good reading-matter is not supplied, the Library books are a boon. These pupils could not be supplied if the books were not brought to the schoolhouse, for many could not go to the Public Library for them.

M. E. MARRIOTT, *Teacher*

The children have taken a deep interest in the Library books received this year. They have been especially helpful in our geography work.

ELENOR TOBIN, *Teacher*

Detroit School

The reading habit at Detroit School has become almost as the eating and sleeping habit. It is interesting to note with what a marked degree of intelligence the boys and girls have learned to choose books. I have in mind a boy now in the eighth grade, who after three years of life on the street, returned in September to school. It seemed impossible at first to hold him steadily at any one thing. I discovered that history stories had a great fascination for him. During the past few months he has read every library book in the building on history. The Library books mean much to us at Detroit.

LULU M. MOORE, *Principal*

Navarre School

We have had books from the Public Library since September and have found them a source of great pleasure and profit to the children. I find that pupils correlate their outside reading with the material contained in their regular text-books, and that they are eager to bring this information to class recitation, thus stimulating the interest in their regular work. We are so far from the Library that we regard it as a great privilege to have the books sent to us.

ALICE MYERS, *Principal*

Nebraska School

I can not speak too highly of the good the Library work is doing in my school. Nine rooms here are supplied with books and the children are reading them with interest.

J. M. CANFIELD, *Principal*

Raymer School

I believe no phase of educational progress has been more certain in its trend than the general recognition of the value of the Public Library as an aid to our instructors in the public schools. It has been a source of great pleasure to me to observe the gradual growth of the love of good books within the last two years in this school. Ten rooms are enjoying the Library books this year. Our teachers are much interested and they wish to express their appreciation and gratitude to you and Miss Bunker for the establishment of a branch library at the Raymer School.

EMMA RICHARDSON, *Principal*

Segur School

Please accept our thanks for the books. Seven rooms in our building are supplied, and the parents as well as the children take great pleasure in reading them. We appreciate the kindness and interest shown by you and Miss Bunker.

KATHERINE GILMORE, *Principal*

Sherman School

Pupils in all the rooms that have a set of Public Library books are deeply interested and are eager to read them. These books are silently doing a grand good work here.

R. F. PLATT, *Principal*

Southeast School

Speaking in behalf of the teachers and pupils of the Southeast Toledo School, I herewith tender to you our most sincere thanks for the many courtesies you have extended to us during the past school term.

We are returning the book records as requested, but I wish to explain that the records do not nearly tell of all the use of the books. This is particularly true in the seventh and eighth grades. The books of history and biography are used continually in the rooms. Pupils come early, and frequently remain after school to read upon some subject bearing upon the lesson. A number of books on American history are kept upon a table and pupils use them freely during study periods. One small set of books has been kept in the principal's office, and teachers have used them for reference or to read selections from as their various subjects have been touched upon from time to time. These books have been very helpful to us in this way, and I am sorry not to have been able to indicate this use upon the cards.

MAY E. SNOW, *Principal*

CHILDREN ARE WELL POSTED

Teacher's Surprising Experience with Pupils who Read Library Books

(*Toledo Blade, March 2, 1907.*)

The seven-one class had for their reading lesson, "The Lady of Shalott," and as usual before beginning to read, there was to be a discussion of the lesson.

"Where is the scene of our story laid?" asked Miss Blank.

"I think in England," answered a small chap, "because Tennyson wrote it."

"That wouldn't be such a very good reason," said another. "I think it happened in England because Camelot comes in it, and that's where King Arthur of England used to live."

"Yes," said Miss Blank, "and of course that makes us curious to hear something about King Arthur."

Nearly every hand in the class was raised and the boy called on told that Arthur was an old-time king of England, and head of a band of knights called Knights of the Round Table, who performed deeds of courage whenever the chance presented itself.

Now this much knowledge Miss Blank expected, but everybody seemed fairly bristling with additional information, so she said to an excited little girl:

"Do you want to tell us more, Elsie?"

"O, Miss Blank, Sir Launcelot comes in 'The Lady of Shalott' too, and he was the very best of all King Arthur's knights."

"No'm, he wasn't the best, that is, in goodness," said another, "but he was the best fighter. Sir Galahad was the best in goodness."

"Does anybody else remember about Sir Galahad?" asked Miss Blank, remembering that Tennyson's poem "Sir Galahad" occurred in one of the lower grade readers.

Again nearly everybody's hand was raised and Miss Blank nearly gasped with amazement when the boy called upon quoted easily:

"My good steel carves the casques of men,
My tough lance thrusteth sure,
My strength is as the strength of ten,
Because my heart is pure."

"That's about Sir Galahad," said he.

"It was because Sir Galahad was so good that he and Percivale saw the Holy Grail," explained another.

Thereupon from various members of the class followed the legend of the Holy Grail, a placing of Merlin the wizard, and a description of the sword Excalibur. Finally a little girl, whose home people speak only German, rose and said:

"The stories about King Arthur say he didn't die like common people, but when he was wounded in battle and dying, he told Sir Bedivere to throw Excalibur into the lake, and when Sir Bedivere did, up come an arm clothed in white and it brandished Excalibur three times and made its jewels all sparkle, and then drew it under the water. Then three queens came in a barge and took away King Arthur to heal him of his dreadful wound."

This is exactly as she told it, and words came as easily as if she had just completed a study of "Morte d'Arthur."

The time didn't seem ripe for the question, "Where in the world did you learn all this?" but when somebody said: "Miss Blank, don't you think 'The Lady of Shalott' is a lot like the story of Elaine? You know the one that Sir Launcelot let take care of his shield one time and who died and floated down the Camelot in a funeral barge."

Miss Blank said, "Surely you haven't all been reading the 'Idylls of the King'?" and they replied:

"No'm, but there are two fine books from the Library in our room's set of books, 'Stories of King Arthur and his Knights'." Then the mystery was explained. Almost to a child they had read these books, with what intelligence and benefit may be judged.

The fifteen-minute period had been somewhat extended, not a bit of reading had been done, but twenty children had unconsciously received a drill in oral expression better than a dozen compositions. The few children who hadn't seen the books remained after school to get them or to obtain a promise of "taking them next," and Miss Blank was made to realize more fully than ever the inestimable assistance of the books sent to the public schools by the Children's Department of the Public Library.

PUBLICITY

The Library has continued to enjoy a very large measure of publicity in the columns of the Toledo Blade. The matter thus given to the public has consisted of lists of new books with and without explanatory notes, general classified lists, brief bibliographies on special topics, current news of the Library, and monthly synopses of the circulation. The Blade has also in special articles and editorials spoken in no uncertain voice for better financial support for the Library. Within the Library building the practice of displaying new books on special shelves has been continued. The two delivery desks are practically always supplied with some lists or bookmarks or publishers' folders for free distribution.

STAFF

Except for a new page in the adult circulating department on May 1, and a new janitor on July 15, there were no changes in the personnel of the staff throughout the year.

The librarian attended the conference of the American Library Association at Asheville, N. C., in May; and Miss Bunker, Miss Kountz, Miss Wales and the librarian attended the meeting of the Ohio Library Association at Columbus in October.

ROBBING THE PEOPLE

The Library building was entered three times during the year by petty miscreants. On the nights of Friday, May 10, and Saturday, August 31, no money was secured; but at mid-day Sunday, September 15, the money-drawer in the children's room was rifled of $9.11. This last burglary called forth the following editorial in the Blade:

"The thieving business must be poor indeed when men will rob the till of the Public Library and attempt to break the safe for greater plunder. There is no more worthy institution in Toledo than the Library, which is maintained from the public funds for the benefit of all the people. There is no institution that furnishes greater relief from the trials and tribulations of the world. It ministers to the troubled mind and soothes the turbulent spirit. It furnishes mental pabulum for those who have not the means to maintain libraries of their own, and in this particular can be likened to a poor man's school.

In spite of the levy provided by law, the trustees of the Library are scarcely able to meet the growing demand for books. They are put to the strictest economy and even then find it difficult to keep abreast of the times. When robbers undertake to loot an institution of that character, they have fallen low in the scale of humanity. Next we may expect to learn that they have visited the orphan asylum or the infirmary."

A LIBRARY BY-PRODUCT

The following is clipped from a local paper:

A Jefferson avenue old book shop held a bargain sale on the sidewalk yesterday. There was a storebox of all kinds of books at three cents apiece. Everybody was interested, and hands daintily gloved, as well as those grimy and rough, delved together in the depths of the miscellaneous collection. About four o'clock a newsboy with his papers stopped at the box. He tossed aside the dog-eared cheaply bound volumes, detective stories, old love-tales, and Sunday-school literature, and chose Hawthorne's "Wonder Book," hugging it as a great find.

"To-morrow night if I have the price, and it's still here, I'll have another book," he said to the woman who was also picking a favorite. "This one," he added, his eyes shining. It was a battered old copy of Longfellow's poems.

"Take it along," said the woman, "I'll pay for it."

"I can get it to-morrow night," declared the boy, with shy independence. But the woman insisted, and, as she selected a number of books, told him the poems were his, and that she would pay when she settled her own bill.

"I'll wait here," said the boy, "till you pay, then, so the man won't think I ran off with the book."

"It's worth a good deal more than three cents," said the woman to the old book man, "to see what the Public Library of Toledo is doing for the devlopment of the children's literary taste, and what John E. Gunckel is doing for the boys' sense of honor."

APPENDIX A

LIST OF DONORS

	Bound	Unbound
American Bar Association	2	
American Book Co	2	
American-Irish Historical Society	1	
American Library Association		2
American Peace Society		1
Amherst College		1
Antioch College		1
Atlas Portland Cement Co	1	
Austin, James Jr		4
Balch, Edwin S., Philadelphia	2	
Bangor (Me.) Public Library		1
Bassett, George A	16	
Bolton, Mrs. Sarah K., Cleveland	1	
Bradford (Pa.) Carnegie Public Library		1
Brentano's, New York		Book-lists
Brookline (Mass.) Public Library		5
Brooklyn Public Library		10
Buchtel College, Akron, O		1
Buffalo Public Library		2
Canada, Department of the Interior	1	
Carothers, Mrs. Rose	1	
Chicago Public Library		2
Church Kalendar Co		Kalendar
Cincinnati Chamber of Commerce	1	
Cincinnati Park Commission		1
Cincinnati Public Library		9
Cleveland Public Library		5
Colorado Iron Works Co		1
Columbus Public School Library		1
Connecticut, State of		1
Connecticut State Library		3
Cornell University		3
Costack, Mrs. Frank	1	
Council Bluffs Free Public Library		1
D. A. R., Ursula Wolcott Chapter	31	
Davenport (Ia.) Public Library		1
Davos, Switzerland, Public Interests Ass'n	1	

	Bound	Unbound
Dayton Public Library		1
Detroit Public Library	2	1
District of Columbia Public Library		8
Dover (N. H.) Public Library		2
Easton (Pa.) Public Library		1
Enoch Pratt Free Library, Baltimore		1
Evanston Public Library		1
Field Columbian Museum, Chicago		6
First Church of Christ, Scientist	3	
Georgetown University		3
Forbes Library, Northampton, Mass		1
Grand Rapids (Mich.) Public Library		13
Greenlaw, Lucy Hall, Sudbury, Mass		1
Hackley Public Library, Muskegon, Mich		2
Handy, Miss Louise	6	
Harvard University	1	1
Haverhill Public Library		5
Heidelberg University, Tiffin, O		1
Helena Public Library		3
Henriksen, Geschwarner		1
Homestead (Pa.) Carnegie Library		1
Illinois University		2
Indiana Public Library Commission		3
Iron Age Co	1	
Jersey City Free Public Library		4
John Crerar Library		1
Jones, Henry T., Detroit, Mich	1	
Kansas State Board of Agriculture	1	2
Keeler, Lucy Elliot		1
Kenney Hotel Directory	1	
Kent, Miss Eliza		8
Ketring, V. L	5	
Kingfield, John, Sandusky, O	1	
Lake Mohonk Conference		3
Lansing Public Library		2
League of American Municipalities		1
Lee, I. V., New York City		1
Locke, Robinson	497	
Los Angeles Public Library		1
Louisiana State University		1
Lynn (Mass.) Public Library		1
McBride, Michael	8	
The MacManus-Kelley Co		484
Manning, Mrs. J. J		78
Mansfield (O.) Memorial Library Association		1
Merchants' Association of New York		1
Miami University		1

	Bound	Unbound
Michigan State Library	7	
Michigan University		2
Milwaukee Public Library		1
Minneapolis Public Library	1	4
Moore, Chas	1	
Mount Holyoke College		1
Nashville University		2
National Am. Woman Suffrage Ass'n		1
National Association of Manufacturers		4
National Ass'n of Stationary Engineers	1	
National Civic Federation		2
National Educational Association	2	
National Slavonic Society	1	
Nebraska Public Library Commission		4
New Haven Free Public Library		5
New York City, Comptroller	1	1
New York City, Dept. of Finance	1	
New York City, Dept. of Education	1	
New York City Mercantile Library		1
New York Merchants' Ass'n		3
New York State, Dept. of Education	1	3
New York State Library		2
Newark Free Public Library		1
Newton (Mass.) Free Public Library		1
Noblit, J. H., Philadelphia	1	
Northwestern University		1
Oberlin College		3
Ohio Bulletin of Charities and Correction		6
Ohio State Library	13	55
Ohio State University		12
Ohio State University Library	2	2
Osaka (Japan) Library		1
Ottawa (Ont.) Carnegie Library		1
Ottumwa (Ia.) Public Library		1
Parker & Lee, New York City		1
Pennsylvania Prison Society		1
Pennsylvania State Library	2	
Peoria Public Library		1
Philadelphia Free Library		2
Phillips Exeter Academy		3
Pittsburg Daily Live Stock Journal	1	
Potter, Miss Alice	4	
Pratt Institute Free Library		12
Princeton University	1	1
Providence Athenaeum		2
Providence Public Library		1
Richards, Rev. G. R		88

	Bound	Unbound
Royal Society, Canada	1	
St. Joseph (Mo.) Free Public Library		4
St. Louis Mercantile Library Ass'n		1
St. Louis Public Library		18
St. Paul Public Library		2
Salem (Mass.) Public Library		1
San Antonio Carnegie Library		1
Scranton Public Library		1
Seattle Public Library		2
Second Church of Christ, Scientist	1	
Sharp, Mrs. Madeline, Washington C. H., O.	1	
Sheldon, Henry J	1	
Smith, Wm. Henry	1	
Smithsonian Institution	5	12
Society of Colonial Wars	1	
Sons of the American Revolution, Nat. Society	3	
Sons of the American Revolution, N. Y. Society	2	
Springfield (Ill.) Lincoln Free Public Library		2
Springfield (Mass.) City Library		4
Staehle, Herman	1	
Stone & Webster, Boston, Mass		1
Still College of Osteopathy		1
Syracuse Public Library		1
Texas University		1
Theosophical Society in America		10
Thurston, J. C	2	
Toledo Board of Review		1
To-morrow Publishing Co	2	
Toronto Public Library		1
Towle Manufacturing Co		1
United States, Supt. of Documents	143	913
United States, Library of Congress	9	
Walker, Mrs. W. T	22	
Waring, Mrs. S. H	15	144
Weinzapf, Thomas		1
Western Theological Seminary		1
Wilmington (Del.) Free Institute Library		6
Woburn (Mass.) Public Library		1
W. C. T. U., Toledo branch	1	
Worcester Free Public Library		1
Work, Leonard		1
Totals	840	2,071

APPENDIX B

LIST OF PERIODICALS

DAILIES

Boston Evening Transcript
Chicago Tribune
Cleveland Leader
Detroit Free Press
New York Herald
New York Staats-Zeitung
New York Sun
New York Tribune
St. Louis Globe-Democrat
Toledo Blade
Toledo News-Bee
Toledo Press
Toledo Times

WEEKLIES

American Agriculturist
American Architect
American Machinist
Army and Navy Journal
*Billboard
Catalogue of Copyright Entries (Through the Collector of the Port)
*Catholic Record(Through Rev. F. Heiermann)
Charities
*Charities(Through Toledo Federation of Charities)
*Chicago Banker
*Christian Register
*Christian Science Sentinel
Collier's Weekly
*Congressional Record(Through Hon. J. H. Southard)
Electrical World
Engineering and Bldg. Record
Engineering News
Forest and Stream
Harper's Weekly
Horseless Age
Illustrated London News
Illustrirte Zeitung
Independent
Iron Age
Leslie's Weekly
Life
Literary Digest
Little Chronicle
Living Age
Municipal Journal
Musical Courier
Nation
New York Times (Saturday Book Review)
*Ohio Wesleyan Transcript
Outlook
*Patent Office Gazette
Printers' Ink
Publishers' Weekly
Rural New Yorker
Saturday Evening Post
Scientific American
Scientific American Supplem't
Street Railway Journal
Sunday-school Times
*Woman's Journal
Youth's Companion

MONTHLIES

A. L. A. Book List
Amateur Work
American Engineer & Railroad Journal
*American Esperanto Journal
American Homes and Gardens
American Magazine
Appleton's Magazine
Architectural Record
Arena
Atlantic Monthly
Biblical World
Blackwood's Magazine
Boating
Bookman
*Boston-Alaskan
Brickbuilder
Brush and Pencil
*Bulletin of the League of American Municipalities
Business Man's Magazine
Carpentry and Building
Cassier's Magazine
Century Magazine
Chautauquan
*Christian Science Herold
*Christian Science Journal
*Club Notes
*Concrete
Contemporary Review
*Cook's Traveler's Gazette
Cosmopolitan
Country Life in America
Craftsman
Cumulative Book Index
Cumulative B'k Review Digest
Current Literature
Delineator
Dial (Semi-Monthly)
Education
Educational Review
*Electrical Times
*Electrical Wave
Engineering Magazine
Engineers' Society of Western Pennsylvania
Everybody's Magazine
Farming
Fortnightly Review
Garden Magazine
Good Housekeeping
Harper's Bazaar
Harper's Monthly
*Helper
*Herald of the Cross
House Beautiful
*Human Life
*Humane Journal
*Indian's Friend
Industrial Magazine
Inland Printer
International Studio
Journal of Geography
Keramic Studio
Ladies' Home Journal
*Ladies' Review
Library Index
Library Journal
Little Folks
McClure's Magazine
Masters in Art
Merchants' Record and Show Window
*Messenger (Through Rev. F. Heiermann)
Metal Industry
Missionary Review
Munsey's Magazine
Musician
National Geographic Magazine
Nature Study Review
New England Magazine
Nineteenth Century and After
North American Review
*Official Guide to Toledo
Ohio Magazine
Ohio Naturalist
*Ohio Teacher (Through Mr. William Sanger)
Outing
Overland
Painter's Magazine
Photographic Times
*Pitman's Journal

MONTHLIES—Continued

Popular Mechanics
Popular Science Monthly
Primary Education
Primary Plans
*Progressive Printer
Putnam's Monthly
Public Libraries
Reader's Guide to Periodical Literature
*Review of Religions
Review of Reviews
Rudder
St. Nicholas
School Review
Scribner's Magazine
*Silver Cross
System
Technical Literature
Technical World
Theatre
*Truth (Through Rev. F. Heiermann)
Vick's Family Magazine
*Western Telephone Journal
Westminster Review
What's in the Magazines
*Wilshire's Magazine
World To-day
World's Work

QUARTERLIES

American Journal of Sociology (Bi-Monthly)
American Journal of Theology
Bibliotheca Sacra
Bird-Lore (Bi-monthly)
Connecticut Magazine
Edinburgh Review
Forum
Manual Training Magazine
*New Church League Journal
*New Church Review
New England Genealogical and Historical Register
New York Genealogical and Biographical Record
Old Northwest Genealogical Quarterly
Poet-Lore
Political Science Quarterly
Quarterly Journal of Economics
Quarterly Review
Theosophical Quarterly

By subscription	152
By gift	39
Total	191

*Gift of publisher unless otherwise stated.

APPENDIX C

LIST OF IMPORTANT ADDITIONS

A. L. A. PORTRAIT INDEX. Index to portraits contained in printed books and periodicals, comp. with the co-operation of many librarians and others for the Publishing board of the American library association. Ed. by William Coolidge Lane.....and Nina E. Browne Washington Gov't Print. Off., 1906.

THE AMERICAN NATION: a history, ed. by Albert Bushnell Hart. 26 v. New York, Harper & Bros.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS.
Transactions. New York, The Society. v. 1-27. 1881-1906.

ARBER, EDWARD, *ed.*
British anthologies. 10 v. London, H. Frowde.

BLASHFIELD, EDWIN HOWLAND.
Italian cities, by Edwin Howland Blashfield and Evangeline Wilbour Blashfield. New York, C. Scribner's Sons, 1902. 2 v.

BRACHVOGEL, JOHN KUDLICH.
Industrial alcohol, by John Kudlich Brachvogel. New York, Munn & Co., 1907.

BUFFALO HISTORICAL SOCIETY.
Publications. v. 1, 3-9.

CASSELL'S CYCLOPAEDIA OF MECHANICS; containing receipts, processes and memoranda for workshop use.....ed. by Paul N. Hasluck. London, Cassell & Co., 1900-04. Series 1, 2, 3 and 4.

THE CATHOLIC ENCYCLOPAEDIA; an international work of reference on the constitution, doctrine, discipline and history of the Catholic church; ed. by Charles C. Herbermann.....Edward A. Pace..... Conde B. Pallen, etc. New York, Robert Appleton Company [1907]. v. 1 and 2.

CHADWICK, EDWARD MARION.
Ontarian families. Toronto, Smith & Co., 1895, 1898.

CHAMBER'S ENCYCLOPAEDIA; a dictionary of universal knowledge. New ed. Philadelphia, J. B. Lippincott Co., 1905 [1904]. 10 v.

DIX, MORGAN, *ed.*
A history of the parish of Trinity church in the city of New York; compiled by order of the corporation.....New York, G. P. Putnam's Sons. 4 v.

DOW, CARL STEPHEN, *ed.*
Practical mechanical engineering; a comprehensive treatise on steam machinery and apparatus, compressed air, refrigerating machinery, hydraulic elevators, gas and oil engines, turbines, etc. Philadelphia, American Text-book Co. 1907. 3 v.

DOW, CARL STEPHEN, *ed.*
Practical shop work. Philadelphia, American Text-book Co., 1906. 2 v.

EXPORTERS' ENCYCLOPAEDIA, containing full and authentic information relative to shipments for every country in the world. New York, Exporters' Encyclopaedia Company, 1904.

FRESENIUS, KARL REMIGIUS.
Manual of qualitative chemical analysis. Authorized translation by Horace L. Wells. New ed. thoroughly rev. from the 16th German ed. New York, J. Wiley & Sons, 1897.

FRESENIUS, KARL REMIGIUS.
Quantitative chemical analysis.....Authorized translation of the 6th German ed. by Alfred I. Cohn.....New York, J. Wiley & Sons, 1904.

GRADL, M. J.
Moderne bauformen: monatshefte für architektur.....Stuttgart, Julius Hoffmann. 1906. v. 5.

HEARN, LAFCADIO.
The life and letters of Lafcadio Hearn, by Elizabeth Bisland. Boston, Houghton, Mifflin & Co., 1906. 2 v.

HERRICK, RUFUS FROST.
Denatured or industrial alcohol; a treatise on the history, manufacture, composition, uses and possibilities of industrial alcohol in the various countries permitting its use, and the laws and regulations governing the same, including the United States. New York, J. Wiley & Sons, 1907.

INTERNATIONAL CONGRESS OF ARTS AND SCIENCES. St. Louis, 1904.
Congress of arts and sciences. Universal exposition, St. Louis, 1904; ed. by Howard J. Rogers.....Boston, Houghton, Mifflin & Co., 1905-07. 8 v.

IRVING, SIR HENRY.
Personal reminiscences of Henry Irving, by Bram Stoker. New York, The Macmillan Co., 1906. 2 v.

JOHNSTON, SIR HARRY HAMILTON.
Liberia.....With an appendix on the flora of Liberia, by Dr. Otto Stapf.....28 colored illustrations, 24 botanical drawings, 402 black and white illustrations, 22 maps.....London, Hutchinson & Co., 1906. 2 v.

KOESTER, ALBERT A.
Koester system of draping. Chicago, Merchants' Record Co. [1906].

LANGBEIN, GEORG.
A complete treatise on the electro-deposition of metals; comprising electro-plating and galvanoplastic operations, the deposition of metals by the contact and immersion processes, the coloring of metals, the methods of grinding and polishing.....Philadelphia, H. C. Baird & Co., 1905.

LEE, GUY CARLETON, *ed.*
The history of North America. Philadelphia, G. Barrie & Sons. 20 v.

LEIGHTON, FREDERIC.
The life and letters of Frederic Leighton, by Mrs. Russell Barrington.....London, G. Allen & Co., 1906. 2 v.

LANSDALE, MARIA HORNOR.
The chateaux of Touraine; illus. with pictures by Jules Guérin and by photographs. New York, The Century Co., 1906.

LAROUSSE [PIERRE].
Nouveau Larousse illustré; dictionnaire universel encyclopédique. Supplement. Paris, Libraire Larousse [1907].

MCILVAINE, CHARLES.
Toadstools, mushrooms, fungi.....Indianapolis, Bobbs-Merrill [1902].

MARCH, FRANCIS ANDREW.
A thesaurus dictionary of the English language. Philadelphia, Historical Pub. Co., 1902.

MATTHEWS, JOHN, *ed.*
.....Matthews' American armoury and blue book. London, J. Matthews [1901].

MUIR, WILLIAM CARPENTER PENDLETON.
A treatise on navigation and nautical astronomy, including the theory of compass deviations; prepared for use as a text-book at the U. S. naval academy. Annapolis, The U. S. Naval Institute, 1906.

MUTHER, RICHARD.
History of modern painting. London, Dent & Co., 1907. 4 v.

THE NATIONAL CYCLOPAEDIA OF AMERICAN BIOGRAPHY, being the history of the United States as illustrated in the lives of the founders, builders and defenders of the republic.....Ed. by distinguished biographers selected from each state. New York, J. T. White & Co., 1906. v. 13.

PITTSBURG. Carnegie library.
Classified catalogue of the Carnegie library of Pittsburg, 1895-1902. Pittsburg, Carnegie library, 1907. 3 v.

RIDPATH, JOHN CLARK.
The new complete history of the United States of America.....[Ed. de luxe] Cincinnati, The Jones Brothers Publishing Co. [1904-07]. 15 v.

SCOTT, ROBERT FALCON.
The voyage of the "Discovery." New York, Chas. Scribner's Sons, 1905. 2 v.

SOCIETY OF COLONIAL WARS.
General register of the Society of colonial wars, 1906. Pub. by the authority of the General Assembly. New York.

SONS OF THE AMERICAN REVOLUTION.
National year book. 1903, 1905-06.

STODOLA, AUREL.
Steam turbines, with an appendix on gas turbines and the future of heat engines. 2d rev. ed., with mathematical supplement and aid by Dr. Louis C. Loewenstein.....with 241 cuts and 3 lithograph tables. New York, D. Van Nostrand Co., 1906.

THE "STUDIO" YEAR BOOK OF DECORATIVE ART. 1906-07. London, v. 1 and 2.

SWINBURNE, ALGERNON CHARLES.
The poems of Algernon Charles Swinburne.....New York, Harper & Brothers, 1904. 6 v.

SWINGLE, CALVIN F., *ed.*
Encyclopaedia of engineering. New York, Cree Publishing Co. [1906] 7 v.

THOMSON, ARTHUR.
A handbook of anatomy for art students, with numerous illustrations. 3d ed. Oxford, The Clarendon Press, 1906.

TISSOT, JAMES JOSEPH JACQUES.
The Old Testament; three hundred and ninety-six compositions illustrating the Old Testament. Paris, M. de Brunoff, 1904. 2 v.

TURBAYNE, ALBERT ANGUS.
Monograms and ciphers, and Alphabets and numerals. London, Caxton, 1905.

WARE, W. R.
Modern perspective; a treatise upon the principles and practice of plane and cylindrical perspective. Rev. ed. New York, Macmillan Co., 1900. v. 1 and 2 [v. 2 atlas of plates].

WILEY, HARVEY WASHINGTON.
Foods and their adulteration; origin, manufacture and composition of food products; description of common adulterations, food standards, and national food laws and regulations. With eleven colored plates and eighty-six other illustrations. Philadelphia, P. Blakiston's Sons & Co., 1907.

WINSLOW, KENELM.
Veterinary materia medica and therapeutics. 4th ed. rev. New York, W. R. Jenkins, 1906.

WOOD, GEORGE BACON.
The dispensatory of the United States of America, by Dr. Geo. B. Wood and Dr. Franklin Bache. 19th ed. Thoroughly rev., largely rewritten and based upon the eighth decennial revision of the United States pharmacopoeia. Philadelphia, J. B. Lippincott Co. [1907].

APPENDIX D

LIST OF WANTS

American annual of photography, 1895; 1904.
American architect, v. 1; 2.
American institute of mining engineers. Transactions, v. 22 to date.
American journal of sociology, v. 2: nos. 2 and 6; v. 4: no. 4.
American machinist, v. 1-26.
American society of civil engineers. Transactions, v. 1-12.
Architectural record, v. 1-16.
Biblical world, v. 2: nos. 1, 4, 5, 6.
Brickbuilding, v. 1-13.
Brush and Pencil, v. 1-4.
Buffalo historical society. Publications, v. 2.
Business man's magazine. All to end of 1906.
Carpentry and building, v. 11-25.
Cassier's magazine, v. 1-5; 29-31.
Charities, v. 1-11.
Chautauquan, v. 1; 2.
Connecticut quarterly, v 1: no. 1.
Contemporary review, v. 1-21.
Current literature, v. 1; 2.
Domestic engineering. All to end of 1907.
Edinburgh review, v. 129-162.
Electrical world, v. 1-32.
Elementary school teacher; v. 1: nos. 1 and 2; v. 4: no. 8.
Engineering news, 1-12; 17; 24-32.
Engineers' society of Western Pennsylvania. Proceedings, v. 2-4; 11-20.
Forest and stream, v. 1-29.
Fortnightly review, v. 1-44.
Good housekeeping, v. 29-37.
Harper's weekly, v. 29-33 (1885-1889).
Harvard graduates' magazine, v. 7 to date.
House beautiful, v. 1-14.
Illuminating engineer, v. 1: nos. 1, 4, 5; v. 2: no. 10.
Inland printer, v. 1-4; 9-32.
Journal of geography, v. 1: no. 1; v. 3: nos. 7, 8; v. 5: nos. 9, 10.
Journal of school geography, v. 1: no. 2.
Keramic studio, v. 1-5.
Ladies' home journal, v. 21 to date.
Library journal, v. 1.

Life, v. 1.
Literary digest, v. 1-28.
Machinery (Engineering ed.). All to end of 1907.
Manual training magazine, v. 1: no. 3.
Merchant's record and show window. All to end of 1906.
Metal industry, v. 1 and 3.
Mineral industry, v. 1-8.
Missionary review of the world, v. 1-9; 10: nos. 1, 2, 7.
Municipal affairs, v. 1: nos. 2 and 3; v. 5: no. 2.
Musician, v. 1-9.
Nation, v. 1-29.
National association of manufacturers. Proceedings, v. 1-8.
National conference of charities and correction. Proceedings, 1875-78; '81; '85.
National education association. Proceedings, 1871; 1872; 1882; 1883; 1885.
National geographic magazine, v. 1-11.
New England historical and genealogical register, v. 12-19.
New York genealogical and biographical record, v. 10 to end of 1906.
Nineteenth century, v. 9-18.
Outing, v. 1-3; 7; 9; 22.
Overland monthly, v. 4-10.
Painters' magazine. All to end of 1906.
Pandex of the press. All to end of 1907.
Perry magazine, v. 1; 5; 6.
Photographic times, v. 1-37.
Poet-lore, v. 1-7.
Popular mechanics. All to end of 1906.
Power. All to end of 1907.
Public opinion, v. 1.
Public policy, v. 1-3.
Railway and locomotive engineering. All to end of 1907.
Review of reviews (American ed.), v. 1-4.
Rudder, v. 1-7.
School review, v. 9-14.
Scientific American, v. 42; 51.
Scientific American supplement, v. 18; 19; 20; 21; 27.
Sons of the American Revolution. Ohio society. Year books, prior to 1896.
System. All to end of 1906.
Technical world, v. 6: nos. 1, 2, 3, 4.
Theosophical quarterly, v. 1.
Toledo public library. Reports, 1874; 1875; 1883.
Unitarian review, v. 1-3; 13-30.
Van Nostrand's engineering magazine, v. 12-29.



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TOLEDO
PUBLIC
LIBRARY

REPORT

1906

32



TOLEDO PUBLIC LIBRARY

THIRTY-SECOND ANNUAL REPORT

1906

TOLEDO, O.
THE PUBLIC LIBRARY
1907

HILL & PHILLIPS, TOLEDO, OHIO.

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The first named of each committee is chairman thereof.

LIBRARY STAFF

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Caroline I. Wales - - - - *Reference Librarian*
Julia E. Calvert - - - - - - - *Registrar*
Marguerite Ainsworth - - - - *Order Clerk*
Emma Crowell - - - - - *Accession Clerk*
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Daisy Terry — Luella Gilson
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CARE OF BUILDING

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LETTER OF TRANSMITTAL.

To the Honorable Mayor and Common Council of the City of Toledo, Ohio.

GENTLEMEN:

I have the honor to transmit herewith the Report of our Librarian for the year 1906, and respectfully to request its careful perusal by you. The Report will give you an understanding of the work the Library is now doing, the additional work it desires to do, and what it is capable of doing if given even a small increase of funds. You may rest assured the greatest economy will be exercised in the administration of the funds entrusted to the Board of Trustees. The scale of salaries we pay is parsimonious to a degree almost painful in some cases, yet the work done by the Library in an educational way is so important that the Trustees do not feel justified in diverting money from the purchase of books for the school work to an increase of salaries. As to the effect of this school work, I call attention to the letters from school principals on pages 23, 24 and 25 of the Report. Only secondary in importance to the school work is the supply of technical books and information for mechanics and artisans in regard to their work and trades. This feature of the Library is being appreciated by those for whom it is intended, and is rapidly growing in importance.

In addition to the demand upon this Board for expenditures above specified there is urgent need of money for repairs to the building. For years there has been no painting of the woodwork or interior of the Library building. The walls of the main room are so discolored with soot that their original tint is undiscoverable. The window frames and doors are in a condition demanding immediate attention to prevent serious permanent injury. The floor coverings and the uncovered floors are greatly worn by twenty years hard usage and need renewal or repair in part or whole. There is no provision for

heating water for any purpose. The only place to draw water for scrubbing is from a washstand and the dirty water can only be disposed of by emptying it in the street or on the ground back of the building.

During the past year the Board of Trustees sustained a great loss by the sad death of Dr. Harrison Hathaway. A devoted friend of the Library, always willing to give his time and energies in its service, his wise counsel and helpful suggestions are greatly missed. His geniality, quaint humor and strong personality greatly endeared him to those serving with him. The gift by his bereaved widow of his medical library to our shelves will help perpetuate his memory to those coming after us.

We appreciate that at this time it is hopeless and useless to ask for any expenditure for larger or better adapted quarters for the Library work, on account of the very heavy municipal expenditures in other directions; but the addition of a small fraction to our levy would enable us to accomplish so much more even with our present inadequate facilities, that I ask your earnest consideration as to whether some economy in other directions may not enable you to give a small increase to our funds, and thus help us to meet the most pressing demands made upon us,

I have the honor to be

Your obedient servant,

NOAH H. SWAYNE,

President of The Board of Library Trustees.

March 19, 1907.

REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library:

I have the honor to present herewith a report on the operations of the Library for the year 1906, and its present needs.

GENERAL SUMMARY

The year 1906 has been one of continued improvement of the Library's internal administration, development of its relations with the public, and healthy and gratifying increase in its use by the public.

During the three years I have been librarian every item of the administrative practice has been unobtrusively but completely changed. The only vestiges of the former methods that now remain are the old application blanks, the shelf marks of the old books, and the catalogue cards for them. All these are gradually disappearing. In all these administrative particulars, both internal and external, we are, I believe, fairly abreast the main current of standard library methods. It is true, of course, that many libraries do certain things better than we do; but it is also true that they do things that are unnecessary or impracticable or utterly impossible for us. We shall keep on improving our practice, doing old things in better ways, and doing entirely new things. No library ever will, nor ever can reach absolute perfection, but must grow or decay.

We added 8,094 volumes and discarded 732, leaving a net increase of 7,362. There were 72,853 volumes in stock at the close of the year. The new registration was 3,653, making a total of 18,931 cards in use. This is a little over one-tenth of the population. It does not represent all the people who use the Library, or who read its books in their homes, but the proportion is far too low. There has been a registration of 12,531 in the last three years, and it will undoubtedly increase in the future because we can give the public more than ever before. Conditions remaining as they are however, I do not look for any great increase in the ratio of registration to population.

The total circulation for home reading was 280,281 against 246,433 in 1905, and 198,080 in 1904. Comparisons with previous years are not possible owing to the obvious unreliability of the old records. The increase of 1906 over 1905 in total home circulation was 13.8 per cent.; in adult fiction, 13.9 per cent.; in adult non-fiction as a whole, 12.8 per cent. The increases in the adult non-fiction were uneven. In philosophy it was 13.1 per cent.; religion, 26 per cent.; sociology, 16.4 per cent.; useful arts, 35.6 per cent.; fine arts, 27.5 per cent.; literature, 33 per cent. These increases are remarkable. The classes history, travel, and biography, in which our purchases were incidental rather than studied and persistent, fell behind. The home circulation from deposits (mostly juvenile books in the ward schools) increased from 18,606 in 1905 to 36,874 in 1906. All of the above goes to show that we can circulate books if we have them, and cannot if we do not have them. A very simple conclusion but always lost sight of in the fixing of the tax levy.

Notwithstanding an increase of 100 per cent. in extension work, the circulation from the children's room fell off only 2,901 (3.1 per cent.), being 89,666 as against 92,567 in 1905. On the basis of 1905 statistics (which are the latest now available for other libraries) a careful examination of library reports, summaries of reports in the library periodicals, and considerable correspondence has revealed only one children's room in the country with a larger direct circulation than ours.

Conditions remaining the same the use of the Library will doubtless increase gradually in the future as it has in the past; but any large increase in the number of readers must not be expected without more books for them to use. But as regards both books and readers the building has long been outgrown.

NEEDS

The Library needs first, a larger building; second, more books and periodicals; third, better salaries. I understand of course that the Board cannot provide all or any of these wants by a mere vote, much as it would like to; but as your executive officer I must make my report to you.

BUILDING

In my report for 1904 I said: "Your Committee on building and grounds, when it inspected the building last fall, quickly appreciated this [overcrowded] condition. It immediately authorized me to employ an architect who, with such assistance as I could render, should develop plans along generous lines, affording permanent relief for years to come. I accordingly secured the services of Mr. William A. Otis, of Chicago, an architect of experience and success in the designing of libraries. The resultant plans are herewith presented as one of the exhibits of this report." Mr. Otis' plans have been under consideration for two years now, and have stood the test admirably. One or two minor changes have occurred to me; but in the major essentials they seem beyond all doubt to be sound and practicable.

In the report for 1905 I said: "The building is utterly inadequate in every particular; and I can think of no further makeshift to relieve the congestion either of books, staff, or readers. At present the work of ordering and preparing books for use is, preforce, scattered in three places on the main floor and the basement, with no book lift or elevator. This is decidedly uneconomical. Moreover, the basement is always dark and gloomy, and in summer is damp and unhealthy. All of this work ought to be concentrated on one flood above ground, with good light and ventilation." During 1906 no shelving was built, nor changes made because none could be without erecting a gallery or a standard steel stock. Either of these would entail a considerable expense. The available space for floor book cases has all been filled.

At the close of 1903 we had 51,107 volumes. In the last three years there has been a net increase of 21,746 volumes. Two years and a half ago your Committee officially declared the building to be overcrowded. Next summer when the books are returned from the schools, and fewer are in readers' hands, I expect we shall have to begin piling them on the floor. The registration of new borrowers for the last three years has been at the rate of more than 4,000 per year. The eighteen chairs in the reference room have not increased in number either by purchase or spontaneous generation, while the use of the room increased 16.3 per cent. during the year just passed.

In my 1904 report I said: "The Library has an increasingly large number of books for reference of the higher class, books of untimate authority, which by reason of their size or value cannot safely be shelved openly, either in the circulating or reference departments.

The meagre amount of shelving available for such books is already overcrowded. Some valuable books are perforce kept in the basement. A notable example is Sargent's "Silva of North America" in 13 quarto volumes, published at $25.00 per volume. These books were bought as issued some five or six years ago, and are still in the original boxes." These books are just where they were two years ago. The general conditions for all books of this class are 50 per cent. worse today than then. The children's room with its enormous circulation deserves better at your hands.

I can make a very creditable beginning for a medical library whenever you can provide room. Early in the year we received the late Dr. Hathaway's books, 218 in number. The only place I could shelve them was in the basement. More lately you could only accept Dr. Kirkley's medical books, nearly 1,000 in number, subject to future delivery. The Academy of Medicine only took their books and periodicals away because of lack of room, and would be glad to restore them if they could be properly housed.

BOOKS

The first and great problem now before your Board is to provide an adequate building; the second is like unto it, viz., more books. In a circular dated April 2, 1906, which was distributed in our 1905 report, I said: "To bring our stock of books up to anywhere near the point where the supply equals the demand, I estimate that we ought to expend at once $2,000 for books for additional school libraries, $1,000 for books for the children's room; $1,000 for books on the arts, crafts and trades; $1,000 for books in the German language; and $500 each for books in history, biography and literature. This makes a total of $6,500." None of these needs have been satisfied.

In two years we have gradually accumulated 4,000 volumes of school duplicates. In 1906 they circulated to the homes 33,282 times, almost exactly twice as many times as the year before. I need to have this stock doubled at once. In 1905 the Buffalo Public Library had 31,518 school duplicates which sustained a home circulation of 345,624. For the last two years our children's room has circulated 90,000 volumes a year. The shelf capacity is limited to about 6,000 volumes. The wear and tear is large. We ought to create a reserve stock from which to keep the shelves full when the circulation is heavy. I am told that at least one-third of the population

of Toledo is of German extraction. The few German books we have, have been literally read to pieces. If we had a reasonable stock we would receive the active patronage of a new class of people. Adults will not come to the Library very much unless they find there what they want.

A comparison of the purchases and circulation for 1906 between the three classes of history, travel and biography combined, and the class of useful arts alone is illuminating. In the first case we bought 390 volumes, and lost slightly in circulation as compared with 1905; in the second case we purchased 415 volumes and gained 35.6 per cent. in circulation. In the first group we need books to create a demand; in the other to meet and hold a demand already created.

I quote from the report of the president of the Buffalo Public Library for 1905:—"The public library is the school, free, open and inviting, to all those who, by necessity for earning a livelihood, are cut off with few school days. That portion of the public is so large that proper facilities for helping them should not be denied us.

"Besides the pleasure given by library books, their economic value should be realized. Mechanics, manufacturers, and those interested in arts and crafts, both students and practical workers, come to the library in large and increasing numbers for information on these subjects. We never refuse a request for the purchase of a new book on these lines. Our collection of scientific, technical, and practical books in the trades and maufacturers is large and very creditable. Although these books are expensive, none are more valuable for their help to workers, and the money return through the various industries is many times their cost."

The standard works of a profession are the best friends, the keenest tools of those who practice it.

SALARIES

In 1905 we expended $10,359.51 for salaries; $9,136.59 for books and periodicals; and had a home circulation of 246,433. I have carefully compiled similar figures from the reports of twenty representative libraries for the same year. I find that the salary totals are generally two or three times the book totals; in Boston even five times. Our salaries were equal to one twenty-fourth of the circulation; the average of the other twenty libraries was one sixteenth. Local conditions may indeed have affected particular libraries, but the general trend is unmistakable, and the conclusion inevitable.

By the law of the State, the minimum salary for inexperienced teachers just out of the training class is $40 a month. We have assistants of equal ability and education, with the wider culture that comes from handling many books and meeting many people, who are paid even less, after a service of three years and more. I cannot make it look like a "square deal."

FINANCIAL SUPPORT

In 1904 we operated the Library on a levy of 36-100 of a mill, and circulated 198,080 books. For 1905 the levy was cut to 30-100 of a mill, reducing the income nearly $3,500. Our circulation that year was 246,433. For 1906 the rate was again 30-100 of a mill, actually yielding more than $500 less than we had in 1904. Our circulation in 1906 was 280,281. This does not prove that the less the Library has the more it can do. It rather resembles the case of the farmer, who thought to save grain bills by feeding his horse sawdust. He did indeed save on grain, but his horse shortly died. If I should set down here in tabular form the amounts that libraries of our class receive from taxes, Toledo would foot the list. It is evident also that the Library's finances are not keeping pace with its activities. The extravagances of economy are very real extravagances.

In 1905 the library tax rate in Cincinnati was 46-100 of a mill throughout the county; in Cleveland 80-100 of a mill in the school district.

Dr. Schaeffer, Superintendent of Public Instruction in Pennsylvania, and President of the National Educational Association, said in an address before the American Library Association last July:— "The library, as well as the public school forms an integral part of a system of free and public education. There are many people who think that the library and the school are a burden which our modern civilization must carry. I claim on the other hand, that modern civilization is a burden which the school and the library must carry."

In the light of this, let us look at the local situation. Under a compulsory law the ward and high schools in some forty buildings scattered conveniently over the city, had an enrollment of 22,418 in December 1906. These buildings are open for business five hours a day, five days in the week for forty weeks. The amount spent for maintenance during 1906 was $683,031.59, an average of more than $30 per pupil. The Library had a voluntary registration of 18,931

(two thirds adult) in one building, which was open twelve and a half hours every week-day in the year, and seven hours every Sunday. The amount raised from taxes for its maintenance was approximately one-thirtieth of the cost of the schools. Our local public schools cost twice as much to maintain as the Boston Public Library, with its great building and nearly 200 other agencies. But so much is a library system less expensive than a school system. Instruction once given must be paid for again and again; books can be used many times before they wear out. It is said that our High School is the best in the state, and we all rejoice thereat. But for the $75,000 or $80,000 it costs, this Library could maintain a system that would put books within reach of every man, woman and child in Toledo.

To quote from the last report of the Pittsburg Library:—"The figures presented in the above* statements. . . serve to show how the Library stands in the matter of maintenance. It is that agency for culture which begins with the child before he can read and ends with the sage only upon his deathbed. It is not claimed that the schools have too much, but it is claimed that the Library has far too little." In a recent number of an English quarterly, "The Library," Mr. Crunden, now for many years librarian of the St. Louis Public Library, and senior ex-president of the American Library Association, had an article on the public library's part in industrial progress. He states that the total cost for maintenance of the St. Louis public schools last year was $2,023,531, an average of about $25 for each pupil. "With an expenditure of one-tenth (thus far its annual cost has not been one-twentieth) of the amount the public library, co-operating with the schools, can double the value of the education received by the child while in school, and what is still more important, induce him to continue his education after leaving school and provide him facilities for doing so."

The inter-relations of the public library and the public schools are further discussed on page 20 of this report.

MORE MONEY NEEDED FOR TOLEDO'S LIBRARY

(Editorial, Toledo Blade, July 21, 1906)

"It is a puzzle to intelligent people why the men who have control of our municipal finances seem to think they should begin the pruning process with the library fund. Next to our public schools the library is the greatest educational factor in the city, and one that is

*Referring to a similar comparison.

enjoyed by rich and poor alike. Toledo is not parsimonious in the matter of its public schools. Funds are provided not only for the maintenance of the schools, but for the expansion of the system proportionate to the city's growth, and hence we see additions being constantly made to the old buildings and new ones being constructed in territory where the growth of population requires it. We see additions to the staff, an increase in equipment and progression in methods.

"But when it comes to the public library, which is a valuable supplement to the school work, and besides affords means of enlightenment to thousands who have passed the school age, the officials adopt an almost diametrically opposite course. Two years ago, when a fit of economy invaded the city hall, the library fund was attacked and reduced to a point where, it may be said, existence was barely possible. Except for the fact that the board, by exercising the strictest economy had saved up a small surplus intended for increasing the facilities, the library would have been compelled to stand still. But there was a program of expansion very dear to the trustees' hearts, and they diverted this surplus to carry it out. The success of that program has been already demonstrated. It had to do with the establishment of intermediate libraries in the public schools, so that pupils and their parents could have the readiest access to those books which were best calculated to help the pupil in his work, and the fathers and mothers in their efforts to familiarize themselves with the literature of the day.

"That this plan has met with popular approval is apparent from the statistics and comments thereon by Librarian Sewall in his annual report for 1905. He says:— 'The general testimony of the teachers, as we hear it, is that the books have been a godsend both in the schools and in the homes.' . .

"The growth of general circulation has been phenomenal, the gain in 1905 over 1904 having been nearly 25 per cent. Naturally this development has taxed the funds to the utmost. It is imperative to make additions to the books to meet the demand, and to replace those worn out by long usage. Yet in a supplementary report the Librarian says that the increase in patronage during the early months of this year has been even greater than 1905. . .

"In view of this showing is it not the part of wisdom for council to exhibit a more liberal policy in its treatment of the library? Over $6,000 could be expended on new books today, with great advantage, but the board is financially crippled. Unless relief is afforded, the

splendid results of the intermdiate system must be lost, for the trustees will be compelled to cut out this very desirable feature. A comparatively slight increase in the levy would have furnished requisite funds for the library's immediate needs, but because council does not appreciate the true value of the work, its finances were curtailed. Now, there is no relief in sight, unless council can find a way to make an appropriation from a special fund, and it is the hope of the many friends of the library that this way will be discovered. The opportunities which Librarian Sewall have developed are too important in their relation to the educational life of Toledo to be ignored or neglected."

No special appropriation was made.

MISTAKEN ECONOMY

(Editorial, Toledo Blade, Jan. 5, 1907)

"Economy in municipal affairs as in everything else, is commendable if it be intelligently applied, but when council lops nearly $2,000 off the appropriation for library purposes, the original appropriation being wholly inadequate, it is not economy in any sense of the word, but an example of niggardliness utterly out of harmony with the progressive spirit whech should control the actions of Toledo's legislative body.

"If the public library of Toledo were a fad or an institution for the benefit of a favored few, no criticism could lie against a proposition to cut down its resources. Indeed it should then be one of the first departments to receive a pruning whenever the condition of the city's finances demanded a curtailment of expenses. But the library, as it has been developed, is an institution of quite another sort. Next to the public schools, it is Toledo's most important educational factor. It has become a valuable ally and adjunct of the public schools. Its shelves are patronized by thousands of pupils seeking knowledge. Laboring men who have not been able to secure the advantages of an education find herein a means of supplementing the scant information which has come to them between their hours of toil. Clerks, business men, in fact people in all walks of life, enjoy the facilities which the library offers for improving and broadening the mind.

"It is a fact that the development of the public library has been dwarfed because of lack of funds. The purchase of books has been confined in recent years almost entirely to actual necessities; there has been little opportunity for expansion. The trustees have sought to keep

the library up to the times by adding new works on science and art which are indispensible to any modern library. That has been a difficult task in face of the attitude of the city council, which apparently regards the library as a luxury.

"In spite of these discouraging circumstances, the circulation has steadily increased. The trustees have established branches in every public school where the scheme was practicable, and the teachers have certified to the value of these branches as aids to their work. But because the present building is inadequate, every room having been utilized, the trustees have actually been driven to the necessity of refusing gifts of books. Such a situation is to be deplored, yet council purposes adding to the difficulties of the board by a horizantal reduction in the amount of the appropriation for the current year. Patrons of the library should enter an emphatic protest to this action."

It is only fair to the Finance, Ways and Means Committee of Council to say that the threatened reduction in the Library appropriation for the first half of 1907, which called out the above editorial, grew out of a misapprehension. The full amount was gladly restored before the ordinance was passed.

REPORTS OF DEPARTMENTS

ADDITIONS

The number of books added in the various classes is as follows:

Class	Volumes	Class	Volumes
General	40	Literature	316
Philosophy	77	Travel	127
Religion	155	Biography	106
Sociology	216	History	157
Philology	62	Magazines	265
Science	167	Fiction	2,028
Useful Arts	633	Juvenile	3,231
Fine Arts	244	Documents	270
Total additions	8,094	Volumes in library Jan. 1, 1906	65,491
Worn out	732	Volumes in library Jan. 1, 1907	72,853
Net Increase	7,362		

As compared with a year ago, our additions were 2,477 less; number of volumes worn out 924 less; and net increase 1,553 less. Less money was available. All of the books added were accessioned except the 270 documents. The accessions by purchase amounted to 6,890 volumes, including 196 from the binding of periodicals; by

gift 934. As last year, our heaviest purchases were juveniles, though not in so large proportion. The total was nearly 2,000 less. Fiction was again one quarter of the whole, though 400 less than a year ago. Nearly half of these were duplicates of current novels for rent. In non-fiction the class that received most attention was useful arts, where 415 volumes were added by purchase. The other 218 are Dr. Hathaway's medical books.

GIFTS

The Library has received by gift during the year 1,275 bound volumes; 1,267 pamphlets; and 942 miscellaneous numbers of periodicals. Thirty-five periodicals were also regularly donated to the reading room. From the widow of the late Dr. Harrison Hathaway, we received 218 volumes, being his entire medical library. Mr. Robinson Locke turned over 445 volumes of new books sent to the Blade for review. From the MacManus-Kelley Advertising Co., we received 598 numbers of current periodicals. The parents of the late Benjamin J. Billstein gave 164 numbers of periodicals on heating and ventilating. George E. Pomeroy gave twelve bound volumes of "Public Policy." Sixteen publishers presented 206 volumes of new supplementary reading books for examination. The usual number of bound volumes and pamphlets were received from the Superintendent of Documents at Washington, and the State Library, at Columbus. The gifts in detail may be found in Appendix A.

REGISTRATION

The new registration was 3,653; cards cancelled in regular course 328. The number of active borrowers at the end of the year was 18,931. During the year we replaced the old style borrowers' cards with new ones of standard size, and took advantage of the opportunity to weed out all the unused cards instead of compelling a new registration. There were 3,449 of these, of which 1,726 were adult, and 1,773 juvenile. These had been accumulating during the four years since the last general registration.

CIRCULATION

The circulation for home reading is presented herewith in tabular form:

Circulation from Library Building by Months:

	Adult	Juvenile	Total
January	14,010	8,509	22,519
February	13,229	8,210	21,439
March	15,651	11,374	27,025
April	12,246	7,696	19,942
May	11,760	7,168	18,928
June	11,812	6,478	18,290
July	11,431	5,775	17,206
August	11,033	5,528	16,561
Sept.	11,236	5,068	16,304
October	13,508	7,531	21,039
November	14,724	8,462	23,186
December	13,101	7,867	20,968
Total	153,741	89,666	243,407

Circulation from Deposits:

Ward and private schools, juvenile	32,538
Central high school, adult	1,763
East Side high school, adult	151
St. John's college, adult	50
Factories (through Y. W. C. A.) adult	400
North Toledo Social Settlement, adult	1,200
North Toledo Social Settlement, juvenile	744
Monroe St. M. E. Sunday School, adult	28
Total	36,874
Grand Total	280,281
Increase over 1905	33,848

The total home circulation was 280,281, showing an increase of 13.8 per cent. over 1905. As compared with that year there was an increase of 18,481 in the adult circulation from the building, and a decrease of 2,901 in the juvenile; leaving a net increase of 15,580. The home circulation from the deposits in the ward schools increased from 16,679 in 1905 to 32,538. The number of other distributing points increased from three to six, and the circulation therefrom increased from 1,927 to 4,336. The number of books mended in the building and the schools was 27,522, one-third being adult books, and two-thirds juvenile. This is 1,427 less than a year ago.

During the year 782 adult and 765 juvenile delinquent borrowers had to be reminded by postal card that their books were overdue. In fifty-nine cases only were we obliged to notify guarantors.

On April third your Board adopted the following rule: "No book shall be loaned to any person whose card carries an overdue book, or unpaid fine or rental." This rule wiped out scores of petty running accounts, put an end to considerable prevarication, and was altogether salutary.

On Monday morning, Dec. 10, knowing the exact circulation of the preceding Saturday, I estimated that 4,960 adult books, and 2,620 juvenile books, 7,580 in all, were outstanding in borrowers' hands.

The character of the circulation from the building may be studied to advantage in the following table:

Circulation from Library by Classes:

Class	Total	Per cent.	Class	Total	Per cent.
General	34	00.0	Literature	7,842	03.3
Philosophy	1,703	00.7	Travel	3,385	01.4
Religion	1,972	00.8	Biography	2,694	01.1
Sociology	2,646	01.1	History	3,176	01.3
Language	349	00.1	Magazines	4,502	01.8
Natural science	2,018	00.9	Fiction	116,792	48.1
Useful arts	3,480	01.5	Juveniles	89,666	36.8
Fine arts	3,148	01.3			
			Total	243,407	100.0

Notwithstanding the great popularity of the rental duplicates of current novels, the increase in circulation of adult fiction no more than kept pace with the general increase of the whole library. The doubling of the circulation of juvenile books from the schools cut into the number loaned directly from the children's room only 2,901 volumes, or 3.1 per cent. The room is one of the most active in the whole country. A year ago I could report a gain in adult non-fiction circulation of only 578; this year it is 4,199. I point with pride to an increase of 13.1 per cent. in philosophy; 26 per cent. in religion; 16.4 per cent. in sociology; 35.6 per cent. in useful arts; 27.5 per cent. in fine arts; and 33 per cent. in literature. For two years I have been building up the useful arts section, and the results are now apparent. In travel there was an increase of just fifteen volumes over 1905; in history there was a decrease of 286, and in biography of 316. History would undoubtedly have made a better showing had we placed no books in the Central High School. The circulation of such books there was 1,226. It would not have been so large from the Library. The

whole historical group needs material strengthening and larger current purchases. The percentage of fiction in the circulation from the children's room dropped from 68.1 (in 1905) to 66.1.

Circulation from Children's Room by Classes:

Class	Total	Per cent.	Class	Total	Per cent.
Philosophy	71	00.1	Literature	3,641	04.1
Religion	786	00.9	Travel	4,325	04.8
Sociology	6,625	07.4	Biography	1,954	02.2
Language	705	00.8	History	4,480	05.0
Natural science	3,494	03.8	Magazines	856	01.0
Useful arts	1,458	01.6	Fiction	59,306	66.1
Fine arts	1,965	02.2			
			Total	89,666	100.0

THE LIBRARY AND THE SCHOOLS

Dr. Schaeffer, President of the National Educational Association, said further in the address referred to above: "I am here rather for the purpose of glorifying the vocation of the teacher and the librarian and of uttering a sort of Macedonian cry, 'Come over to us and help us;' for the National Educational Association—especially the library section—needs very much the help and co-operation of the American Library Association. We need that help quite as much as the teacher needs the help of the librarian, and I might announce my point of view as being strictly in accord with the sentiment expressed in this report,* namely, that the library as well as the public school forms an integral part of a system of free and public education. We who teach and supervise schools need your help, for the sake of uplifting the industrial classes...

"The library is of course useless if the teacher fails to teach the children how to read and write. On the other hand, as this report points out, the school life of the average child in this country is five years and the rest of life belongs to the librarian and to the library if the reading habit and the library habit have been developed in these five years.

"Undoubtedly even during the short period of the school life of the child it is possible not only to teach the child how to read—and she is the best teacher who with the least expenditure of time and energy makes the child an independent reader—but it is also possible during that school period, if the librarian and the teacher work together, to develop in the child a love of good books, to develop the

*National Education Association. Report on instruction in library administration in normal schools; prep. by Eliza G. Baldwin; submitted to the National Council of Education by a committee on co-operation between public schools and public libraries. . .May, 1906.

power to use books aright; and in spite of all the talk we have had about *things* against *words*, the school is a failure if it does not teach the right use of books. And it is at that point that the teacher needs the help of the librarian."

The enrollment in the Toledo public schools in December 1906 was as follows:

Kindergarten	2,505
Primary, grades I.-IV.	11,339
Grammar, grades V.-VIII.	6,812
High School	1,762
Total	22,418

This is not sufficient data from which to compute the average length of school life. Mr. Eberth, Superintendent of Schools, thinks it is not far from six years.

In the very valuable "Report of the Educational Commission of Cleveland, to the Board of Education" (1906) there is printed a tabulated statement of school attendance in Cleveland grade by grade. The totals in the major groups bear pratically the same ratio to one another as in our own schools. The Report says: "The significant part of this table is the sudden falling off of attendance in the 7th and 8th grades. The pupils of these grades average 13 and 13.5 years of age. Careful inquiry reveals that nearly all of them leave school to go to work. They are children from the homes of artisans and men of moderate means, and must contribute their small earnings to the support of their family. Have our schools reached the maximum amount of efficiency for these children, who are thus prematurely made bread-winners?

"You will observe that only one out of ten pupils that enter the first grade ever reaches the high school; only one out of four that begin the grammar grades enters the high school. About 60 per cent. of those who complete the grammar grades begin the work of the high school, and only one out of three who begin a course in the high school, remain four years to complete the course. About 30 per cent. of our high school graduates go to college."

It is not in the province of this report to discuss the reasons for this woeful dwindling in school enrollment as the grades advance, nor how it may be checked, if indeed it can be checked under existing economic and industrial conditions. The fact stares us in the face. Side by side with this should be stated another fact, viz., that the public library is the only educational institution maintained at pub-

lic expense, open all the time, to all the people, rich or poor, throughout their entire life. I quote again the words of Dr. Schaeffer: "The library as well as the public school forms an integral part of a system of free and public education." A great burden is thus laid on the public library, a burden which this Library, along with all the others, gladly accepts, even seeks. To carry on this work two other things are necessary besides the willingness to do it. They are adequate financial support, and the co-operation of the school officials and teachers. The first matter has already been taken up in this report. In the second particular we have nothing to complain of. Our school work began in a very humble way two years ago, and has grown normally and steadily, without solicitation or compulsion, ever since. At no time has the Library had a sufficient stock of books to meet the voluntary requisitions of the teachers. The volume of this work during 1906 is set forth in the following table:

Extension Work from Juvenile Department

Place	January—May		October—December	
	Deposit	Circulation	Deposit	Circulation
Auburndale school	209	1,282	306	2,228
Birmingham school	40	131	...	
Broadway school	...		115	706
Chase school	71	232	...	
Chase annex school	30	96	...	
Detroit school	321	1,489	302	1,385
East Side central school	179	1,414	248	1,035
Eggleston rural school	...		30	90
Glenwood school	363	1,470	366	1,101
Hoag school	175	1,085	30	82
Indiana school	...		32	169
Indiana annex school	34	199	70	432
Ironville school	...		201	246
Junction school	31	237	109	423
Lutheran Trinity school	...		26	152
Misses Janes and Franklin school	...		41	67
Navarre school	40	207	15	
Nebraska school	91	384	251	1,363
No. Toledo settlement	80	365	99	379
Ontario school	50	154	12	190
Raymer school	225	1,459	368	1,669
St. Clair school	...		5	
Segur school	288	1,600	246	772
Southeast school	217	532	331	1,318
Spring school	234	1,464	245	1,193
Waite school	...		341	2,656
Walbridge school	282	1,430	67	389
Totals	3,057	16,183	3,759	17,099

We renewed our invitation to the teachers to come to the Library and select their books. Many more than ever before either came, or sent lists; and all those who had books a year ago were much more discriminating in their choice. The following table shows the kinds and numbers of books taken, and the actual home circulation thereof. No record can be made of the use of the books in the school rooms.

Deposits and Circulation by Classes:

Class	Deposit Jan.-May	Deposit Oct.-Dec.	Total Circulation	Percent
Philosophy	7	6	13	00.0
Religion	100	115	1,091	03.0
Sociology	137	226	2,071	06.3
Language	36	31	275	00.8
Science	473	482	4,404	13.2
Useful Arts	76	94	622	01.9
Fine Arts	131	130	468	01.4
Literature	163	201	1,593	04.8
History	304	346	2,911	08.8
Travel	354	455	3,867	11.7
Biography	180	191	1,503	04.6
Magazines	7	12	68	00.2
Fiction	1,089	1,470	14,396	43.3
	3,057	3,759	33,282	100.0

STATEMENTS OF PRINCIPALS

Detroit School

We have enjoyed our Library books much this semester. Seven rooms, the fourth to eighth grades inclusive, are using the books. We find them carefully assorted and many boys and girls who never before have known the joy of reading, have acquired the habit. I have in mind one boy who has been, and is being materially benefited. He is one of those restless, curious lads, eager for new experiences and lacking in self-control. One day when he came to the office in disgrace I found his pockets bulging with trinkets that rattled and jingled as he walked. I found on investigation that they were mostly parts of electrical contrivances that he was trying to make. We went to the book-case and found a book on "How to make electrical toys" and others on the same subject. That day was a turning point in that lad's life. Who knows but that he may be an Edison in embryo? This is only one of many cases.

MRS. L. M. MOORE, *Principal*

Glenwood School

In returning the book lists I wish to tell you that because of half day sessions in our building, we have not been using the books for all of the term. Please accept our most sincere thanks for your kindness in having the books sent us, though it is quite impossible to express in words what they mean to children so far from the Library as ours are. We at least want to express a little of the appreciation and gratitude we feel especially to you and Miss Bunker.

FANNIE M. PERKINS, *Principal*

Nebraska School

I take pleasure in saying that the Library books in our schools are a source of pleasure and profit. Seven schools in this building have libraries and are using them.

J. M. CANFIELD, *Principal*

Raymer School

The books sent to this school have been a source of much pleasure and profit to our boys and girls, and I have heard that many parents have read these books. It would be a hardship for a man wearied from a day's labor to go to the central Library from this neighborhood. Miss Bunker has won the hearts of the children by her cheerful manner and her gift of telling stories. We are truly grateful for the books sent to us.

EMMA RICHARDSON, *Principal*

Southeast School

It is with the greatest pleasure I am able to report to you the great advantage our schools have derived from the libraries placed in the various rooms at the opening of the school year. Our boys and girls are acquiring the reading habit and by having access only to the best, a good literary taste is being cultivated.

In our upper grades the work in history and geography has been made broader and more interesting to the pupils by the reading of outside matter relating to the several subjects. This means much to school districts like ours too remote from the central part of the city for the pupils to visit the Library building itself. Another advantage arises from the teacher being able to direct the reading of each one and to select books fitted to the understanding and taste of the individual.

A few remarks about a book, a brief sketch of the plot or description of some character in it, arouses the children's interest and makes them anxious to read for themselves. Our teachers are greatly interested in this work and feel well repaid for their extra work by the unmistakable good the school libraries are doing. I hope they may be an established feature of our educational work.

The teachers and myself unite in expressing our thanks to you and the Library Board for your many favors of the past, and to Miss Bunker for her unfailing kindness and interest in our behalf.

MAY E. SNOW, *Principal*

Waite School

Waite school is enjoying the luxury of a library of three hundred and twenty-six volumes. How we wish they were our very own. Through the columns of our "Advocate" we want to thank the Library Board, Mr. Sewall, the Librarian, and Miss Bunker, who has charge of the juvenile department of the Public Library.

Miss Bunker's visit and talk with the boys and girls was just the inspiration and encouragement needed.

How much we appreciate our opportunity is shown by our circulation in the past three months. It is a surprise to all of us. We have counted carefully and have found it to be two thousand five hundred and twenty-seven. Of course our library means extra work for someone. This has been done willingly and cheerfully by the teachers, ably assisted by the 8-2 Library Committee.

GERTRUDE L. CRIM, *Principal*

LIBRARY CENSUS OF THE WARD SCHOOLS

Through the kindness of Mr. Eberth, superintendent of schools, I am able to present the following table:

Name of School	Teachers in building inc. annexes	Teachers holding regular library cards	Teachers holding teacher's library cards	Total pupils in building from 3-1 grade up	Pupils reached by class-room libraries	Pupils who have library cards
East Side Central	31	24	13	556	167	105
Auburndale	19	16	6	385	212	67
Birmingham	9	7	6	210	0	10
Broadway	18	11	6	457	122	71
Chase	10	7	6	195	0	40
Detroit	19	13	9	389	262	92
Erie	13	10	7	202	0	90
Franklin	23	14	8	558	0	167
Fulton	13	10	4	375	0	146
Glenwood	18	15	5	407	371	68
Hoag	20	13	9	287	27	16
Illinois	8	5	5	160	0	48
Indiana	15	12	6	288	164	47
Ironville	6	4	4	90	53	7
Jefferson	19	17	9	456	0	252
Junction	9	6	3	213	88	38
Lagrange	14	11	11	376	0	251
Monroe	15	15	10	392	96	136
Navarre	9	9	8	166	0	17
Nebraska	24	21	24	487	352	163
Newbury	14	9	6	358	0	72
Newton	18	18	15	400	0	72
Ontario	13	10	7	273	48	65
Parkland	10	8	6	114	50	10
Raymer	16	6	6	325	325	36
Segur	17	12	10	240	306	36
Sherman	23	16	7	556	106	214
South	10	3	2	165	0	15
Southeast	16	12	10	276	210	32
Spring	15	12	9	309	218	30
Stickney	14	11	10	295	0	71
Waite	18	17	9	414	312	148
Walbridge	16	12	8	281	92	28
Warren	14	11	3	390	0	190
Washington	24	19	9	510	0	220
Totals	550	416	276	11555	3581	3070

Examination of this table shows that three-quarters of the teachers in the ward schools have regular library cards, and that half of them also have teachers cards. This I consider a remarkably fine showing. It should be borne in mind that this registration is entirely voluntary. Before another year passes, I hope the Library may be able to furnish so much professional literature for the teachers that not one can afford to remain a non-borrower. The census of children begins with the third grade, which is about where the real reading age begins. There were 2,219 children in the Kindergartens, and 5,786 in grades one and two; making 8,005 in all. A small percentage of these have library cards. The Library accepts any child (properly endorsed) who can sign his or her own name. We have also sent a few books to Kindergartens and low grades, more as an experiment than an accepted practice. The teachers say this is entirely worth while; but we have felt that our first duty was to the higher grades. The census showed 11,555 children in the thirty-five ward schools from grade three up, 3,070 of whom have library cards of their own. In twenty of the more remote schools we have placed books, reaching thereby 3,581 children.

These two sets of children are not the same, nor are they entirely distinct. Reference to the table will show that there is no school so far away from the Library but that some of its pupils are card holders. A more intelligent comparison may be made by separating the schools where we have placed books from those where we have not. In the twenty schools in the first group there are 6,739 pupils from grade three, of whom 1,409, or a little more than one-fifth, are Library card holders. In the remaining fifteen schools there are 4,816 pupils in the same grades, of whom 1,661, or nearly one-third, are registered borrowers at the Library. This ratio would be materially higher were it not for the fact that the second group contains three very remote schools where it did not yet seem wise to place any books. In those schools which are reasonably near the Library nearly fifty per cent of the pupils are card holders. But the most important fact derived from a study of the table as a whole is that after two years' work the Library has covered barely one-third of the school field. This is entirely due to lack of books.

During the year Mr. McKesson, director of schools, has provided proper and adequate shelving for practically all of our school deposits. In several cases the teachers and pupils themselves have purchased tables or other library furniture.

Mr. Guitteau, principal of the central high school, reported on February 9, 1907 "that out of a total of eighteen hundred students enrolled in this high school about ten hundred and fifty have library cards. Out of a total of fifty-eight high school teachers forty-four have library cards and twenty also have teachers' cards." Here at least it would seem that every student and every teacher ought to be an active patron of the Library. If the fault lies with the Library, because it has not the material needed, steps ought to be taken at once to supply it.

PUBLICITY

This year, as last, I purchased for free distribution 1,000 copies each of the second editions of A Thousand of the Best Novels prepared by the Newark Free Public Library, and a Descriptive List of Technical Books prepared by a Committee of the Society for the Promotion of Engineering Education. Both of these lists have proved very helpful. Several minor lists have also been secured from publishers. The Library has continued to enjoy an unusual amount of publicity through the local papers. The Blade has given unlimited space to book lists, and has sent a representative once a week to gather up the Library news. Two thousand copies of our 1905 report have been distributed.

HOW TO MAKE THE LIBRARY FREE THROUGHOUT THE COUNTY

In the course of a year we get a great many requests from rural residents of Lucas County for the privilege of borrowing books. In those cases where the city line runs along the middle of a street it seems a particular hardship for those on the outside. For the benefit of all concerned I present herewith extracts from an enabling act passed by the Legislature last winter. It reads as follows:

"Any library association, or other organization, either owning or having the full management and control of a library, and any board of trustees appointed by authority of law, and having the management and control of a library free to the public of a whole or a part of the county, may enter into an agreement with the county commissioners for the use of such library by the people of such county.

"Any county accepting such bequest or gift, or entering into such agreement shall be bound to faithfully carry out the agreement so made to maintain and provide such library. The commissioners of any such

county are hereby authorized at their June session each year to levy a tax of not exceeding a half mill on each dollar of taxable property of such county, and the fund derived from such levy shall constitute a special fund to be known as the library fund, and shall be used for no purpose other than is contemplated in this section." [Laws of Ohio, vol. 98, p. 194.]

STAFF

There were no changes in the staff during the year, except in the case of the book boys. The administration assumes a steadiness and smoothness thereby that makes much for efficiency and economy.

Your librarian and Miss Bunker attended the conference of the American Library Association held at Narragansett Pier last July. Miss Bunker, Miss Wales and Miss Kountz attended the meetings of the Ohio State Library Association held at Portsmouth in October.

Respectfully submitted,

WILLIS FULLER SEWALL,

February 19, 1907. *Librarian*

APPENDIX A

LIST OF DONORS

	Vols.	*Pam.*	*Period*
Adams, E. D., New York	2		
Allen, M. Catherine, Mt. Lebanon	1		
American Bar Association	2		
American Book Co.	11		
American-Irish Historical Society	1		
Amherst College		2	
Antioch College, Yellow Springs, O.		1	
Armstrong, Geo, B., Jr., Chicago	1		
Ashley, Charles	1		Picture
Ass'n of Edison Illuminating Co.'s	1		
Atlanta Public Library		1	
Austin, James, Jr.,			4
Baker, William, Dorchester		1	
Baldwin Locomotive Works	2	4	
Bangor & Aroostook R. R.	1		
Bangor, (Me.) Public Library		1	
Beniziger Bro., New York	1		
Berdan, Mrs. Peter, Toledo	1		Map
Berger, C. L. & Sons, Boston	1		
Berkshire Althenaeum, Pittsfield, Mass.		2	
Berlin Photographic Co., N. Y.	1		
Billstein, Benj. J.	2		164
Bird, Anna P.	1		
Boston School House Dept.		1	
Braddock, Pa., Carnegie Pub. Lib.		1	
Bradford, Pa., Carnegie Pub. Lib.		2	
Brooklyn Public Library		9	
Brown & Sharpe Mfg. Co., Providence	1		
Buchtel College, Akron, Ohio		1	
California University		1	
Canada Dept. of Interior		1	
Carlisle, Pa., Bosler Memorial Library		2	
Cassell & Co., N. Y.	9		
Century Co., N. Y.	5		
Chicago Council		1	
Chicago Public Library		2	
Chicago University Press			71
Church Kalendar Co., N. Y.	1		Calendar
Cincinnati Chamber of Commerce	1		
Cincinnati Public Library		10	
Clemson Agricultural College		4	
Cleveland Educational Committee		1	
Cleveland Public Library		5	
Coates Dental Co., Toledo		1	
Colorado Iron Works, Denver	1		
Colorado University		1	
Columbia University, N. Y.		1	
Columbus, Ohio, Public School Library		2	
Cornell University		2	

	Vols.	Pam.	Period
Davis, H. G., Washington		1	
Dayton Public Library		1	
Delaware & Hudson R. R. Co.	1		
Denison University, Granville, Ohio	1	3	
Detroit Public Library		2	
District of Columbia Public Library		3	
Dodge Mfg. Co., Mishawaka, Ind.	1		
Draper Co., Hopedale, Mass.	1		
Enoch Pratt Free Library, Baltimore		1	
Estes, Dana & Co., Boston	4		
Evanston, Ill., Free Public Library		1	
Ferrier, Francis, Berkeley, California		1	
Field Columbian Museum	1	12	
Flanagan & Co., Chicago	50		
Fleisher Co., Philadelphia	3		
Forbes Library, Northampton, Mass.		1	
Fox, Burt	1		
General Electric Co., Schenectady		1	
Georgetown University		1	
Gilmore, Elsie L.	5		
Goldberg, Henry Lynn.		1	
Grand Rapids, Mich., Public Library		10	
Hartford Rubber Co.	1		
Harvard University	2	1	
Hathaway, Dr. Harrison	218		
Haverhill Public Library		4	
Hawaii Promotion Committee			2
Heath & Milligan Mfg. Co., Chicago	1		
Helena Public Library		1	
Heywood, U. S. & A. B., Dorchester	3	1	
Hinds, Noble & Eldridge, N. Y.	10		
Holt & Co., Henry, N. Y.			Bookmarks
Houghton, Miflin & Co.	13		
Howson & Howson, Philadelphia	1		
Hill, W. N.	1		
Indian Rights Association		3	
Indiana Public Library Commission		3	
Iowa Grand Lodge of Masons		3	
Iron Age Publishing Co.	1		
Jersey City Free Public Library		2	
John B. Stetson University		1	
John Crerar Library, Chicago		1	
Joliet Public Library		1	
Kansas Dept. Agriculture		5	
Kansas City Public Library		2	
Keller, Ella Flatt	1		
Kenyon College, Gambier, Ohio		2	
Kettering, V. L.	3		
Kountz, Sara F., Toledo	1		
Lake Mohawk Conference		2	
Lawrence, Mass. Free Public Library		1	
Life Pub. Co.	1		Picture
Little, Brown & Co., Boston	6		
Locke, Mr. Robinson, Toledo	445		34
Lombard, Louis, Lugano Suisse	1		
Longmans, Green, N. Y.	19		
Lorain Public Library		1	
Los Angeles Auditor	1		

	Vols.	Pam.	Period
Los Angeles Public Library		12	
Lothrop, Lee & Shepard	14		
Louisville Free Public Library		1	
Lynn, Mass., Public Library		1	
McBride, Michael, Toledo	3		
McCall, T. M	3		
McClurg, A. C. & Co., Chicago	9		
MacManus-Kelley Co.,			598
Malden, Mass., Public Library		1	
Massachusetts Society for Promotion of Agriculture	1		
Maynard, Merrill & Co.	16		
Mellins Food Co.	2		
Merchants & Travelers Ass'n.	1		
Miami University Oxford, Ohio		1	
Michigan University		1	
Milwaukee Public Library		1	
Minneapolis Public Library		2	
Morehouse, Miss Alta, Toledo	2		
Morris, J. D. & Co., Philadelphia	1		
Mt. Holyoke College		1	
Munoz, Jorge, Washington, D. C.	1		
N. O. Nelson Mfg. Co., St. Louis	1		
National American Woman's Suffrage Ass'n		8	
National Educational Ass'n		1	
National Prison Ass'n of U. S.	10	2	
New Haven Free Public Library		1	
New York City Chamber of Commerce	1		
New York City Comptroller	1		
New York City Mercantile Library		2	
New York City Merchants Ass'n		2	
New York City Public Library		1	
New York Society Library		1	
New York State Library		2	
Nebraska Public Library Commission		5	
Newark Free Public Library		1	
Newberry Library, Chicago	1		Photograph
Newton, Mass., Free Library		1	
Norton, Miss Julia	5		
Oberlin College		2	
Oberlin College Library		1	
Ohio Bulletin of Charities and Correction		4	
Ohio Dairy & Food Commission		1	
Ohio Historical and Philosophical Society		1	
Ohio State Library	16	75	
Ohio State University		24	
Ohio Wesleyan University		1	
Osaka, Japan, Library		1	
Ottumwa, Iowa, Public Library		1	
Oxford, Mass., Free Public Library		1	
Peabody Coal Co., Chicago	1		
Pennsylvania Prison Society		1	
Pennsylvania University	1	1	
Philadelphia Free Library		1	
Phillips Academy, Andover, Mass.		5	
Phillips Exeter Academy, Exeter, N. H.		4	
Phœnix Iron Co.	1		
Photographer's Ass'n of America		1	

	Vols.	Pam.	Period.
Pitman & Sons, New York	2		
Pomeroy, Geo. E., Toledo	12	1	
Portland, Me., Public Library		1	
Poughkeepsie, Adriance Memorial Library		1	
Pratt Food Co., Philadelphia	3		
Pratt Institute, Brooklyn		7	
Princeton University	1	1	
Providence Athenaeum		1	
Providence Public Library		1	
Public School Publishing Co.	16		
Putney, M. H., Chicago	1		
Rand, McNally & Co.	10		
Raynor, William H., Toledo	1		
Rymarczick, G. R., Braintree, Mass.	1		
St. Joseph, Mo., Free Public Library		4	
St. Louis Mercantile Library		1	
St. Louis Public Library		12	
St. Paul Public Library		2	
Salem, Mass., Public Library		2	
Scott, Foresman Co., Chicago	3		
Scranton Public Library		1	
Scribner Publishing Co.	26		Bookmarks
Seattle Public Library		1	
Smith, Alexander & Co., N. Y.	1		
Smithsonian Institute	7	3	
Snyder, Dr. W. H., Toledo			69
Society of Colonial Wars, California		1	
Sons of Amer. Revolution Mass. Society	1		
Sons of Amer. Revolution Ohio Society	3		
Spitzer, Carl B., Toledo	9		
Springfield, Ohio, Public Library		1	
Syracuse Public Library		1	
System Co., Chicago	2		
Toledo City Clerk	12		
Toledo Forsyth Post	6		
Toronto Public Library		1	
Train Dispatcher's Bulletin, Toledo	1		
Towle Mfg Co., Newberryport	1	6	
United Coke & Glass Co., N. Y.	1		
United States Library of Congress	5	82	
United States Supt. of Documents	217	803	
Utica Public Library		2	
Virginia State Library, Richmond		1	
Western Theological Seminary, Chicago		1	
Wilmington, Del. Institute Free Library		13	
Winona Technical Institute	1		Calendar
Wisconsin Bird Study Bulletin		1	
Wisconsin Free Library Commission		3	
Wisconsin State Historical Society		2	
Wise, Bessie, Toledo	1		
Woburn, Mass., Public Library		1	
Worcester, Mass., Free Public Library		2	
Yale University		1	
Youngstown, Ohio, Free Library		1	
Totals	1275	1267	942

APPENDIX B

LIST OF PERIODICALS

DAILIES

Boston Evening Transcript
Chicago Record-Herald
Cleveland Leader
Detroit Free Press
New York Herald
New York Staats-Zeitung
New York Sun
New York Tribune
St. Louis Globe-Democrat
Toledo Blade
Toledo News-Bee
Toledo Press
Toledo Times

WEEKLIES

American Agriculturist
American Architect
American Machinist
Army and Navy Journal
*Billboard
*Catholic Record (Through Rev. F. Heiermann
Charities
*Charities (Through Toledo Federation of Charities)
*Chicago Banker
*Christian Register
*Christian Science Sentinel
Collier's Weekly
*Congressional Record (Through Hon. J. H. Southard)
Electrical World
Engineering and Building Record
Engineering News
Forest and Stream
Harpers Weekly
*Helper
Horseless Age
Illustrated London News
Illustrirte Zeitung
Independent
Iron Age
Leslie's Weekly
Life
Literary Digest
Little Chronicle
Living Age
Municipal Journal
Musical Courier
Nation
New York Times (Saturday Book Review)
*Ohio Wesleyan Transcript
Outlook
*Patent Office Gazette
Printers Ink
Publishers' Weekly
Rural New Yorker
Saturday Evening Post
Scientific American
Scientific American Supplement
Street Railway Journal
Sunday School Times
*Woman's Journal
Youth's Companion

MONTHLIES

Amateur Work
American Boy
American Engineer and Railroad Journal
American Homes and Gardens
Architectural Record
Arena
Atlantic Monthly
Bibical World
Birds and Nature
Blackwood's Magazine
Bookman
*Boston-Alaskan
Brickbuilder
Brush and Pencil
*Bulletin of the League of American Municipalities
Carpentry and Building
Century Magazine
Chautauquan

*Christian Science Herold
*Christian Science Journal
*Concrete
Contemporary Review
*Cook's Traveler's Gazette
Cosmopolitan
Country Life in American
Craftsman
Critic
Cumulative Book Index
Cumulative Book Review Digest
Current Literature
Dial (Semi-monthly)
Education
Educational Review
*Electrical Times
*Electrical Wave
Engineering Magazine
Engineering Society of Western Penn.
Everybody's Magazine
Fortnightly Review
Good Housekeeping
Harper's Bazar
Harper's Monthly
*Herald of the Cross
House Beautiful
*Humane Journal
*Indian's Friend
Inland Printer
International Studio
Journal of Geography
Keramic Studio
*Kirke and Haus
Ladies' Home Journal
*Ladies' Review
Library Index
Library Journal
Little Folks
*Lyceumite
McClure's Magazine
Masters in Art
(Through *Messenger Rev. T. Heiermann)
Missionary Review
Munsey's Magazine
Musician
National Geographic Magazine
Nature Study Review
*New Church Review
New England Magazine
Nineteenth Century and After
North American Review
*Official Guide to Toledo
Ohio
*Ohio Teacher (Through Mr. William Sanger)
Outing
Overland
Perry Magazine
Photographic Times
*Pitman's Journal
Popular Science Monthly
Primary Education
Primary Plans
*Progressive Printer
Public Libraries
Reader's Guide to Periodical Literature
*Review of Religions
Review of Reviews
Rudder
St. Nicholas
Scribner's Magazine
Theatre
*Silver Cross
*Truth (Through Rev. F. Heiermann)
Vick's Family Magazine
Westminster Review
*Wilshire's Magazine
World Today
World's Work

QUARTERLIES

American Journal of Theology
American Journal of Sociology (Bi-monthly)
Bibliotheca Sacra
Bird-Lore (Bi-monthly)
Connecticut Magazine
Edinburgh Review
Forum
Genealogical Quarterly
Manual Training Magazine
New England Genealogical and Historical Register
Old Northwest Genealogical Quarterly
Political Science Quarterly
Quarterly Journal of Economics
Quarterly Review

By Subscription 132
By gift 35

Total 167

*Gift of publisher unless otherwise stated.

APPENDIX C

LIST OF IMPORTANT PURCHASES

The *American* church history series, consisting of a series of denominational histories published under the auspices of the American society of church history; general editors, Rev. Philip Schaff; Rt. Rev. H. C. Potter; Rev. Samuel M. Jackson. [New York, The Christian Literature Co., 1893-97] 13v.

Ayer, firm, newspaper advertising agents, Philadelphia.
American newspaper annual; containing a catalogue of American newspapers, a carefully prepared list of all newspapers and periodicals published in the United States, territories, and Dominion of Canada, with valuable information regarding their circulation, issue, date of establishment, political or other distinctive features.....Also separate lists of all religious and agricultural publications, and various class publications, and all newspapers published in foreign languages. Philadelphia, N. W. Ayer & Son, 1906.

Bryan Michael.
Bryan's dictionary of painters and engravers. New ed., rev. and enl., under the supervision of George C. Williamson.....London G. Bell & Sons, 1903-05. 5v.

Buchan, Alexander, ed.
Atlas of Meteorology; a series of over four hundred maps.....Westminster; A. Constable & Co., 1899. [Bartholomew's Physical Atlas, v. 3].

Daughters of the American Revolution.
Lineage book of the National Society of the Daughters of the American Revolution. Washington, D. C., 1890-1906. v. 1-22.

Garner, James Wilford.
The history of the United States, by James Wilford Garner, Ph. D., and Henry Cabot Lodge, Ph. D., LL. D.; with a historical review by John Bach McMaster.....[Ed. de Luxe] Philadelphia, J. D. Morris & Company, 1906. 4v.

Gradl, M. J.
Moderne bauformen: monatshefte fur architektur.....Stuttgart. Julius Hoffmann. 1905. v. 4.

Gray, Henry.
Anatomy, descriptive and surgical. By Henry Gray....Ed. by T. Pickering Pick....and Robert Howden....New American ed. Thoroughly rev. and re-edited with additions by John Chalmers Da Costa....illustrated with 1132 elaborate engravings. Philadelphia and New York, Lea Brothers & Co., 1905.

Grove, Sir George.
Grove's dictionary of music and musicians; ed. by J. A. Fuller Maitland.... New York, London, The Macmillan Company, 1904-1906. v. 1, 2.

Harper's Weekly for 1857-1866. v. 1-10.

Hedin, Sven [Anders].
Central Asia and Tibet towards the holy city of Lassa, by Sven Hedin..... with 420 illustrations from drawings and photographs, eight full-page colored illustrations from paintings, and five maps, mostly by the author London, Hurst & Blackett, Limited; New York, C. Scribner's Sons, 1903. 2v.

Hunn, C.
Die praxis des firmenschreibers....Ed. 4. nebst einem anhang: modern plakat-schriften....Berlin, Max Spielmeyer, [n. d.]

International library of technolcgy; a series of text-books for persons engaged in the engineering professions and trades, or for those who desire information concerning them. Scranton, International Text-book Company. v. 40-81.

Irish literature. Justin McCarthy, M. P., editor in chief. Maurice F. Egan, LL. D., Douglas Hyde, LL. D., Lady Gregory, James Jeffrey Roche, LL. D., associate editors. Charles Welsh, managing editor. [Ed. de Luxe.] Philadelphia, J. D. Morris & Company, 1904. 10 v.

Lippincott's new gazetteer. A complete pronouncing gazetteer or geographical dictionary of the world, containing the most recent and authentic information respecting the countries, cities, towns, resorts, islands, rivers, mountains, seas, lakes, etc., in every portion of the globe; ed. by Angelo Heilprin.... and Lewis Heilprin....Philadelphia and London, J. B. Lippincott Company, 1905.

Lord, John.
Beacon lights of history. By John Lord.....New York, J. Clarke & Co., [c. 1902.] 15 v.

Mississippi historical society.
Publications, Oxford, Miss. Miss. historical society 1898-1904. v. 1-8.

Missouri botanical garden annual reports. St. Louis, Mo., Board of Trustees. v. 1-4; 6; 8-10.

National Herbart society.
Publications....1895-1900. Ed. by Charles A. McMurray. Chicago, The University of Chicago Press, 1900.

New York State Library, Albany.
Year book of legislation 1890-1904. Albany, 1891-1905. vol. 1-6.

Ohio, Laws, statutes, etc.
The annotated revised statutes of the State of Ohio, including all laws of a general nature in force January 1, 1906. By Clement Bates....5th ed., by Charles E. Everett....Cincinnati, The W. H. Anderson Co, 1905. 3 v.

Parkman, Francis.
Francis Parkman's works. New library ed. 12 v.

Peabody Institute, Baltimore.
Second catalogue of the library of the Peabody institute of the city of Baltimore, including the additions made since 1882. Part 1-8. Baltimore [Deutsch lithographing and printing company] 1896-1905. 8 v.

Reader's Guide to Periodical literature, [cumulated].
A consolidation of the Cumulative Index to a Selected List of Periodicals and the Reader's Guide to Periodical Literature. Volume 1. 1900-1904. Ed. by Anna Lorraine Guthrie formerly Reference Librarian at the University of Minnesota. Minneapolis. The H. W. Wilson Company. 1905.

Salisbury, Edward Elbridge.
Family memorials: a series of genealogical and biographical monographs on the families of Salisbury, Aldworth-Elbridge, Sewall, Pyldren-Dummer, Walley, Quincy, Gookin, Wendell, Breese, Chevalier-Anderson, and Phillips. Privately printed 1885. 2 v.

Schiller, Johann Christophe Friedrich von.
Schiller's samtliche werke....mit einleitungen von Karl Goedeke....Stuttgart, J. G. Cotta, 1893-1894. 16 v.

Society for the promotion of engineering education.
Proceedings of the annual meeting 1894-1905. v. 1-12.

Society for psychical research.
Proceedings. London. Various publishers 1883-1904. v. 1-18.

The *United States* Catalogue. Supplement.
Books published 1902-1905. Entries under author, subject, and title, in one alphabet, with particulars of binding, price, date, and publisher. Edited by Marion E. Potter. Minneapolis. The H. W. Wilson Company, 1906.

Wallace, Alfred Russell.
Studies scientific and social by Alfred Russel Wallace....London, New York, Macmillan & Co., Limited, 1900. 2 v.

Wilder, F. W.
The modern packing house; a complete treatise on the designing, construction, equipment and operation of a modern abattoir and packing house, according to present American practice, including formulas for the manufacture of lard and sausage, the curing of meats, etc., and methods of converting all by-products into commercial articles; by F. W. Wilder Chicago, Nickerson & Collins Co. [c. 1905].

Workshop receipts....London, New York, E. & F. N. Spon, 1883. 5 v.

APPENDIX D

LIST OF WANTS

American annual of photography, 1895; 1898; 1904.
American architect, v. 1; 2.
American institute of mining engineers.
Transactions. v. 22 (1894) to date.
American journal of sociology. v. 2; 4.
American machinist. v. 1-26.
American society of civil engineers.
Transactions. v. 1-12.
Architectural record. v. 1-16.
Brickbuilder. v. 1-13.
Brush and pencil. v. 1-4.
Buffalo historical society.
Publications. v. 1; 2.
Bulletin of bibliography. Nos. 1-3; 8; 14; 17; 19; 22.
Business man's magazine. All to end of 1906.
Carpentry and building. v. 11-25.
Cassier's magazine. v. 1-5.
Charities. v. 1-11.
Chautauquan. v. 1; 2.
Connecticut quarterly. v. 1. No, 1.
Contemporary review. v. 1-21; 29-31; 37; 40; 44; 45.
Current literature. v. 1; 2.
Edinburgh review. v. 129-162.
Electrical world. v. 1-32.
Engineering magazine. v. 1.
Engineering news. v. 1-12; 17; 24-32.
Engineers' society of Western Pennsylvania.
Proceedings. v. 2-4; 11-20.
Forest and stream. v. 1-29.
Fortnightly review. v. 1-44.
Garden magazine. All to end of 1906.
Good housekeeping. v. 29-37.
Harper's weekly. v. 29-33 (1885-1889.)
Harvard graduates magazine. v. 7 to date.

House beautiful. v. 1-14.
Inland printer. v. 1-4; 9-32.
Journal of geography. v. 1, No. 1; v. 3, Nos. 7, 8; v. 5, Nos. 9, 10.
Journal of school geography. v. 1, No. 2.
Keramic studio. v. 1-5.
Kindergarten magazine. All to end of 1906.
Library Journal. v. 1.
Life. v. 1.
Literary digest. v. 1-28.
Manual training magazine. v. 1, No. 3.
Merchant's record and show window. All to end of 1906.
Metal industry. v. 1; 3.
Mineral industry. v. 1-8.
Missionary review of the world. v. 1-23.
Municipal affairs. v. 1; v. 2, No. 1; v. 4, No. 1; v. 5, No. 2.
Nation. v. 1-29.
National conference of charities and corrections.
Proceedings. 1875-'78; '81-'85.
National educational association.
Journal of proceedings. 1871; '72; '82; '83; '85.
National geographic magazine. v. 1-11.
New England historical and genealogical register. v. 12-19.
New York genealogical and biographical record. v. 10 to end of 1906.
Nineteenth century. v. 4; 6; 9-18.
Outing. v. 1-11; 22.
Overland monthly. v. 4-10.
Painters magazine. All to end of 1906.
Perry magazine. v. 1; 5.
Poet lore. v. 1-7.
Popular mechanics. All to end of 1906.
Public opinion. v. 1.
Review of reviews (American ed.). v. 1-4.
Rudder. v. 1-7.
School review. All to end of 1906.
Science. All to end of 1906.
Scientific American. v. 42; 51.
Scientific American supplement. v. 18; 19; 20; 21; 27.
Sons of the American Revolution. Mass. society.
Register. 1893; '94; '97; 1901.
Sons of the American Revolution. Mass. society.
Year books. Prior to 1896.
System. All to end of 1906.
Technical world. All to end of 1906.
Toledo Public Library.
Reports. 1874; '75; '83.
Unitarian review. v. 1-3; 13-30; 37 to date.
Van Nostrand's engineering magazine. v. 12-29.





TOLEDO
PUBLIC
LIBRARY

REPORT

1908

34



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THIRTY-FOURTH ANNUAL REPORT

1908

TOLEDO, OHIO
THE PUBLIC LIBRARY
1909

THE BLADE PRINTING & PAPER CO., TOLEDO, O.

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REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

I have the honor to submit herewith a report on the activities of the Library for the year 1908, completing five years under the present administration. In addition to summarizing the work of the current year it seems fitting to review briefly the progress of the half-decade, note the general tendencies, study the outlook, and determine what is necessary for future expansion.

The total number of books added in 1908 was 7,852; 2,335 were worn out, leaving a net increase of 5,517. The total number of volumes in the Library at the close of the year was 82,892. The new registration of borrowers was 4,183; net increase, 2,435; total number of active borrowers at end of year, 22,335. The total circulation of books for home reading was 405,918, of which 341,079 was from the library building direct into borrowers' hands, and 64,839 was from deposits, mainly in the schools. The details of these statistics may be found below, in the reports of the heads of departments.

In the early summer 840 linear feet of wooden shelving were erected in that portion of the basement under the reference-room. This afforded excellent storage for duplicate volumes of periodicals, state documents (other than Ohio), directories (other than Toledo), some other little-used books, and the stock of reserve fiction. These shelves were immediately loaded to capacity. With the relief thus afforded, I removed from the back basement to the front basement our complete set of the Patent Office Gazette, and placed with it the magnificent deposit from the Superintendent of Documents of 552 huge volumes of Specifications and Drawings of Patents, being a complete set from July, 1880, to the end of 1904. The front basement contains the Congressional set of U. S. public documents complete for the last forty years, and with many earlier volumes, the Patent documents enumerated above, and in the summer months the School Duplicate collection of children's books, aggregating some sixty-five hundred volumes. There

is surplus shelving sufficient to hold the regular growth of the Congressional set for not more than two or three years. Last summer the School Duplicates completely filled every foot of available shelving. The current growth of the Patent documents is 49 thick quarto volumes a year, filling five shelves or a little more, and has already encroached on the School Duplicate shelving to the extent of one tier. Between the close of the year and this writing the Specifications and Drawings of Patents for 1905 have come to us; and if, as I hope, I am able to secure the three other years of arrears, aggregating 108 volumes, two more full tiers of School Duplicate shelving will have to be occupied. No more shelving can be erected in the front basement; and none of the three sets of books now shelved there can be moved to any other location in the building, as it is at present constituted. The space in the back basement vacated by removing duplicate periodicals and the Patent Office Gazette was filled, except the lowest row of shelves, with older non-fiction adult books from the main floor, thus becoming to all intents and purposes a closed storage stack. Enough books were removed from the main floor to relieve the frightful congestion caused by the adding of eleven thousand volumes of new adult non-fiction in the past five years, and to entirely empty the bottom shelves, which in an open-shelf book-room should never be used. Already, even at the height of our midwinter circulation, the shelves are overcrowded, and by next summer the year's growth will produce another congestion. There is still room in the basement under the reference-room to erect enough shelving to hold all the documents now in the back basement; the space thus vacated can be at once filled with another culling of the less used books from the departments of History, Biography and Travel on the main floor, and the remaining open-shelf stock spread out to occupy the room. I think that enough space can thus be secured to accommodate one year's growth; and then we shall come flat up against the absolute limit of shelf-room with the present amount of floor-space.

Summary of Additions for Five Years

	1904	1905	1906	1907	1908	Totals
Adult fiction	2,145	2,416	2,028	2,374	1,873	10,836
Adult non-fiction	1,738	2,680	2,565	1,821	2,403	11,207
Juveniles	2,635	5,161	3,231	3,772	2,658	17,457
Documents	315	314	270	143	918	1,960
Total	6,833	10,571	8,094	8,110	7,852	41,460
Worn out	1,364	1,656	1,391	2,929	2,335	9,675
Net increase	5,469	8,915	6,703	5,181	5,517	31,785

In my report a year ago I deplored the constant decrease in the annual purchases in the face of a rapidly growing demand and use. I then said: "The situation in a nutshell is this: The Library's income from taxes has remained practically stagnant for four years; the fixed charges have remained constant; the circulation and general activities have doubled, steadily forcing up the salary budget, as was right and proper, but always at the expense of the book fund. Nor is this all; for the increased output means more wear and tear to be made good, and necessitates more copies of hundreds of books, non-fiction as well as fiction or juvenile; so that what is left for the purchase of books not previously in the Library has diminished still more rapidly." All this applies to the year 1908 with even more force than to 1907.* Our purchases were a thousand volumes less than in either of the two preceding years, more than three thousand less than in 1905. Disregarding the Documents, the net increase in 1908 was considerably less than for any year in the half-decade. The total number of volumes in the Library at the beginning of 1904 was 51,107; 41,460 have been added in the five years; 9,675 worn out; net increase 31,785. The total at the end of 1908 was 82,892.

Summary of Registration for Five Years

	1904	1905	1906	1907	1908	Totals
Cards issued	4,891	3,987	3,653	3,968	4,183	20,682
Cards canceled	145	271	3,777	2,999	1,748	8,940
Net increase	4,746	3,716	*124	969	2,435	11,742

There has been no general re-registration in this time, the practice of weeding out unused cards having been employed for the last three years with satisfactory results, and with much less labor to us and bother to the public. This accounts for the very heavy cancellation in 1906 and 1907. The number of borrowers' cards in force at the beginning of 1904 was 10,593; the total registration since has been 20,682; and the net increase 11,742. The number of active registered borrowers at the close of the year 1908 was 22,335, being a little more than double the number five years ago. This increase in registration has come to us voluntarily as the natural result of what bookbuying and publicity we have been able to undertake. It would be idle for me to make any guesses as to how many borrowers might be brought to our single building under favorable conditions; but it would seem, in view of

* Decrease

the increase for the past five years, that a further increase of 50 per cent. might come from making the stock of books adequate to the demands, and that the registration might again be doubled from what it now is by pushing it systematically.

Summary of Circulation for Five Years

	1904	1905	1906	1907	1908	Totals
Adult fiction	90,772	102,510	116,792	173,305	188,509	671,888
Adult non-fiction..	32,172	32,750	36,949	51,043	57,355	210,269
Adult total	122,944	135,260	153,741	224,348	245,864	882,157
Children's room ..	75,136	92,567	89,666	92,961	95,215	445,545
Total from bldg...	198,080	227,827	243,407	317,309	341,079	1,327,702
Adult deposits		1,796	3,592	3,884	7,255	16,527
Juvenile deposits...		16,810	33,282	54,738	57,584	162,404
Total from deposits		18,606	36,874	58,622	64,839	178,941
Grand total	198,080	246,433	280,281	375,931	405,918	1,506,643

It will be seen that the adult circulation from the library building has almost exactly doubled in the five years. The circulation from the children's room has maintained an exceptionally high level for the last four years, showing a slight increase even in the face of the deposits in the ward schools. The circulation from deposits has grown from 18,606 in 1905, when they were established, to 64,839 in 1908. The total circulation for 1908 was 405,918, being a little more than double the circulation in 1904, and showing almost exactly the same rate of increase as the number of active borrowers. In the half-decade more than a million and a half books have been loaned for home reading. If each consultation of a book and reading of a periodical in the library building, and each use of our books in the schoolrooms had been a matter of record, it is reasonable to believe that this use would have approximated, if not fully equaled, the circulation. These are large figures, and they serve to measure in some concrete way the tremendous though unobtrusive influence of the Library upon the cultural life of the community.

If the circulation in each of the adult non-fiction classes for five years is studied separately and in detail, some interesting tendencies are noticeable. The circulation in Fine Arts, Literature, Sociology, Philosophy (meaning thereby principally psychology and all allied topics), Language (though the total here is as yet too small to cut any figure) and Useful Arts, in the order named, was in 1908 from two to two and a half times as large as in 1904. In Science and Religion there has

been an increase of sixty per cent. (no conflict here), in History and Travel thirty-three per cent., and in Biography (least of all) twelve per cent. Judged by volume of circulation Literature always holds first place, being nearly double its nearest competitor. Useful Arts has advanced from seventh place in 1904 to second place in 1908, and Fine Arts from fifth to third. Travel, which occupied second place in 1904, has fallen back to fourth; and History, which was third, to fifth. Sociology, formerly eighth in order, is now sixth. Biography in common with the two other members of the historical group has relatively lost ground, having fallen back from fourth place to seventh. Science, now eighth, has lost one point; and Philosophy and Religion, now respectively ninth and tenth, have exchanged places.

In activity of circulation, on the basis of the 1908 totals and the stock as it now stands on the main floor, Fine Arts leads with a circulation of 1,144 per tier. Then follow in order Philosophy, 1,009; Language, 817; Literature, 712; Useful Arts, 695; Sociology, 497; Science, 461; Travel, 380; Religion, 297; History, 273; Biography, 199. These figures express statistically what an examination of the books themselves would reveal, that in the last classes especially there are many books that seldom or never circulate, although great numbers of them are intrinsically very valuable. These it is proposed to remove to the basement the coming summer, both to make room for books in other classes that will circulate, and for the sake of their own preservation. From all these considerations it is evident that Philosophy (as limited above), Sociology, Useful Arts, Fine Arts and Literature are the classes where the increase in circulation has been most rapid. History and Travel both sustain a large circulation which grows slowly. In the former the great bulk of use is stimulated by the work in the schools. Religion and Science sustain a small circulation which as a whole grows moderately. In the former the only books that may be said to be in active demand are those on missions, Sunday-schools and mythology; in the latter, books on the physical sciences, evolution and popular botany and zoology are much read. Biography, with the largest stock of books on the open shelves of any non-fiction class, is among the lowest in point of circulation, and at the very bottom in the increase thereof. Outside of a comparatively few great world-characters the reading of biography is scattering and sparse. Just now it is hardly possible to find a Lincoln book on the shelves. The foregoing observations and deductions have largely shaped the purchase of books in the past year, and will to a far greater extent in the future.

Summary of Rental Department for Five Years

	1904	1905	1906	1907	1908
Books added	686	687	892	1,216	943
Cost of books.....	$599.92	$590.46	$785.87	$1,079.93	$1,035.33
Cost of magazines.....	18.81	89.42	87.88	85.30	86.00
Total cost	$618.73	$679.88	$873.75	$1,165.23	$1,121.33
Total income	623.28	896.50	1,058.91	1,413.32	1,376.71
Surplus	$4.55	$216.67	$186.16	$248.09	$255.38

This department contains nothing but current fiction in English. It has grown from a handful of books in one section of a Wernicke bookcase to two full tiers of regular shelving. The surplus of income over the cost of the books and periodicals is nearly sufficient to pay for the rebinding of the books. They go into free circulation, therefore, practically without cost to the Library. The operations of this department might be very much enlarged if there was room to carry a larger stock.

The reference work has steadily grown in volume and importance, requiring at present the services of a day and evening assistant to the reference librarian. The work of this department is necessarily not of record, and can only be spoken of in a very general and unsatisfactory way. No citizen, I venture to say, realizes to what extent the reference-room stands behind the literary and even mechanical activities of the city. It would, however, be entirely unprofessional, and in many cases extremely discourteous if not dishonorable, to cite actual cases in proof of such a statement. While the great bulk of our reference work is with and for residents of the city, we also draw a steady and very considerable patronage throughout a radius of thirty miles. The Library has indeed become the literary center and workshop of all northwestern Ohio.

With more room and more books I am entirely confident that the volume of our reference work could be very greatly increased; but under present limitations I look for practically no further growth. The seating capacity of the room is daily overtaxed; the shelves have long been overcrowded. Many needed books fail of purchase simply because there is no place to put them. Our sets of reference periodicals, which must be kept adjacent to the reference-room, now occupy every foot of available shelving, and are growing rapidly. The reading-room is also crowded to capacity with all the extra chairs that can be spared from other parts of the building in constant use. I have indicated above that

the work in the children's room and in the schools has come to a standstill because of the impossibility of carrying a larger stock of books. In the adult circulating department all possible relief will not provide for more than one year's growth. The circulation of adult books for 1908 showed an increase over 1907 of 21,516 volumes, as against 70,607 volumes the preceding year. More than two-thirds of this increase (16,671 volumes) belongs to the first four months of 1908, while for the remaining eight months the increase was only 4,845. There is no reason to suppose that the year 1909 will make a better showing than 1908. The mere adding of new books, aided by a fair amount of newspaper publicity, has stimulated a steadily increasing demand for books which the slowly growing stock has never been able to meet. There are many other well-known effective means of publicity which might and ought to be used to draw to the Library a still much greater patronage; but it would be a plain case of false pretense to attempt anything of that sort until we are in a position to "deliver the goods."

My general conclusion therefore is that under the present limitations of floor space, shelf capacity, and book funds, the Library has practically reached the maximum of its activities.

Respectfully submitted,

WILLIS FULLER SEWALL
Librarian

THE YEAR IN DETAIL

Submitted to the Librarian by the Heads of Departments

ADDITIONS

The following table shows the number of books added in the various classes, and the total stock in each class at the end of the year, after deducting worn-out books:

	Added during year	In Library at end of year		Added during year	In Library at end of year
General	53	217	Literature	302	7,191
Philosophy	96	958	Travel	165	3,979
Religion	91	2,645	Biography	133	5,076
Sociology	226	3,263	History	153	4,790
Language	9	352	Magazines	465	6,151
Science	86	2,384	Fiction	1,873	14,879
Useful Arts	343	3,421	Juveniles	2,658	16,455
Fine Arts	281	2,374	Documents	918	8,757

Total additions	7,852
Worn out	2,335
Net increase	5,517
Volumes in Library Jan. 1, 1908	77,375
Volumes in Library Jan. 1, 1909	82,892

The permanent additions may be summarized as follows: By purchase, 6,599 volumes; by gift from individuals, 335; by gift from the U. S. Superintendent of Documents, 910; by gift from the Library of Congress, 8. Of the 1,873 volumes of adult fiction added, 943 were rental duplicates and 930 were replacements and added copies in the older standard fiction. Of the juveniles 720 were for the school duplicate collection, the rest for the children's room.

EMMA CROWELL

CATALOGUING DEPARTMENT

The permanent additions to the Library during the year amounted to 7,852 volumes. Of these, 918 were government documents, which were neither accessioned nor catalogued, and 465 were bound volumes of magazines which were accessioned but not catalogued. The remaining 6,459 volumes were entered in the regular manner. The total number of titles classified and catalogued was 2,991, of which 212 were juveniles, 1,794 new titles for the main library, and 985 old books recatalogued. The latter, with the duplicate volumes, involved the removal of 1,100 books from the shelves, the withdrawal of the catalogue and shelf-list cards, and the preparing of the books again for the shelves. There were 11,900 cards written and filed in the catalogue and shelf-list, 3,316 being typewritten and 8,584 Library of Congress or A. L. A. cards. The catalogue cases are becoming crowded, and another year's additions will find them uncomfortably filled.

The work of recataloguing, which began with this administration, has been quietly but steadily progressing, and from a five years' viewpoint presents very gratifying results. The classes of Travel and American History have been practically reclassified and fully catalogued with printed cards. Educational and technical books have been catalogued as it has been possible to get cards from the Library of Congress. The individual biography has been brought together in one class, instead of being arranged in different divisions as heretofore. The greatest change has been made in Literature, where the entire American section has been established, this not having been separated formerly from the English. Also works on general literature, histories of English literature, collections and histories of English poetry have been reclassified, and new cards typewritten where printed ones could not be obtained.

As in all other parts of the Library, this department feels the inadequacy of its working quarters. There is no more shelf-room for books needed for reference, and some of the work with new books must be done in a room on another floor, at great distance from the catalogue-room.

GEORGIA HOUSTON

REFERENCE DEPARTMENT

With the advance in other departments of the Library the reference-room has had its quota, nay, more than that, it has been almost impossible to do justice to the many who have tried to come into our crowded room. We have used all the available space in the basement for debaters, and have even threatened to usurp the librarian's office when we have been at wits' end to know where to seat the students. In order to progress as the demands increase, there must be more seating capacity for the reference-room.

The use of books permanently located on the shelves of this department is only a small part of the business of reference transacted. Books shelved in other parts of the building are constantly requisitioned to supply the demand, and are loaned from the reference-desk. We also circulate our newspaper clippings when so desired. They supplement magazine articles, many times giving fuller details, especially of the home life of prominent people. We are making scrap-books of the genealogical items in the Boston Transcript. In fact, work is limitless.

Twenty-three club programs of the city have been sent to the reference department for annotation and citation, which means much research, as the scope and range include history, literature, art, travel, philosophy, science and household economics.

CAROLINE I. WALES

REGISTRATION

The new registration was 4,183; cards canceled in regular course, 1,150; old unused cards canceled, 598. The net increase in number of borrowers was 2,435, and the total number of cards in force at the end of the year, 22,335.

At the December meeting of the Library Board the following regulations were adopted:

Regulations for Loaning Books to Non-Residents and Transients

In effect January 1, 1909

1. All previous regulations and private permits are hereby canceled.

2. Borrowers' cards will be issued as follows:

 1 year, on payment in advance of $2.00.
 6 months, on payment in advance of $1.00.
 3 months, on payment in advance of 50 cents.

3. No card will be issued for less than 3 months.

4. A deposit of $5.00 will be accepted in lieu of satisfactory guaranty.

5. Books will be loaned to infrequent unregistered borrowers, resident or non-resident, on receipt in advance of a deposit covering the value of the books. Non-residents will be charged a service fee of 25 cents on the transaction covered by each deposit.

6. Non-residents teaching in local schools shall have the same privileges as teachers residing in the city. Non-residents studying in local schools shall have the privilege of a study card, entitling them to use of books other than fiction. Such privileges expire at the end of the school year. Satisfactory guaranty shall be furnished by both teacher and student. The fact of their being teachers and students shall be certified by the head of the school.

CIRCULATION

The total circulation of books for home reading is presented in the following table:

Circulation from the Library Building

	Adult	Juvenile	Total
January	24,933	10,005	34,938
February	24,916	9,825	34,741
March	25,015	10,398	35,413
April	21,631	8,491	30,122
May	18,399	6,986	25,385
June	17,626	6,245	23,871
July	18,035	6,322	24,357
August	16,681	6,003	22,684
September	17,122	5,379	22,501
October	21,196	7,941	29,137
November	20,568	8,883	29,451
December	19,742	8,737	28,479
Totals	245,864	95,215	341,079
Circulation from Deposits			
Totals	7,255	57,584	64,839
Circulation from Building and Deposits			
Grand Totals	253,119	152,799	405,918

There was therefore a grand total of 405,918 volumes loaned for home reading, showing an increase of 29,987 over the year 1907.

The following table shows the circulation from the library building in each class, the percentage, and the increase over 1907. The total increase is just about one-third what it was a year ago; but the Fiction increase is but little more than one quarter as large.

Circulation from Library Building by Classes

	Total	Per cent.	Increase over 1907
General	84	00.0	*6
Philosophy	3,076	00.9	503
Religion	2,674	00.8	103
Sociology	4,473	01.3	491
Language	817	00.2	369
Science	3,229	01.0	194
Useful Arts	6,251	01.8	887
Fine Arts	5,719	01.7	1,005
Literature	12,097	03.5	1,346
Travel	4,944	01.5	309
Biography	3,579	01.1	212
History	4,639	01.3	784
Magazines	5,823	01.7	115
Fiction	188,509	55.2	15,204
Juvenile	95,215	28.0	2,254
Total	341,079	100.0	23,770

ADULT LOAN DEPARTMENT

This department was open 306 days from 8:30 A. M. to 9 P. M. The total number of books loaned for home use was 253,119, of which 245,864 were from the library building and 7,255 from deposits. As compared with last year there was a gain of 21,516 from the building and 3,152 from the deposits, making 24,668 in all. The statistics of the circulation from the building may be found in the tables in the preceding section; the details of the circulation from deposits follow:

Circulation from Deposits of Adult Books

	Maximum deposit	Circulation
Central High School	50	1,455
East Side High School	15	167
Engine House No. 13	20	90
Normal Training School	5	36
Ohio Knitting Mills (Y. W. C. A.)	20	460
Pandora Factory (Y. W. C. A.)	43	1,212
Plymouth Congregational Church	35	74
St. John's College	10	99
Smead Seminary	34	351
Ursuline Academy	13	104
Y. M. C. A. Boys' Club	75	594
Y. W. C. A. East Side Branch	200	2,613
Total		7,255

The Y. W. C. A. is doing a most praiseworthy work with our books in factories where girls are employed. This year it was in the two factories named above, where deposits were continuous, though changed from time to time. The deposits in the schools and the Boys' Club of the Y. M. C. A. were handled in the same way. The de-

* Decrease

posit in the East Side branch of the Y. W. C. A. was managed like a branch library in that a paid attendant of the Library was in charge in regular hours, and the registration of borrowers and the loaning of books conformed to the practice of the main library. The Library is under no expense here for rent, heat, light or janitor service.

A separate count was kept during the second half-year of the rental circulation, and found to be 9,845 for books and 1,400 for magazines, 11,245 in all. The books are entirely current novels, and the circulation was ten per cent. of the fiction total. Forty magazines are added each month; the number of books added varies widely according to publication. The total cost of books and magazines was $1,121.33, and the total income $1,376.11, leaving a surplus of $255.38. Books and high-priced magazines are rented for five cents a week; low-priced magazines at two cents a week. Counting rentals and fines, the average income for each rental issue was 6.1 cents.

Referring again to the adult circulation as a whole, it is a matter of record that 10,881 books were mended in the building. It was necessary to send 1,240 overdue notices to careless borrowers, and 89 to guarantors. Early in October arrangements were made with the chief of police whereby cases of extreme delinquency were turned over to a motor-cycle officer. Twenty-one such cases were thus handled during the last three months, including a number that had been hanging since the beginning of the year. The returns were amusingly prompt. One book costing $7.50 was recovered from Chicago with the title-page torn out, where the borrower had evidently sold it to a second-hand dealer. Out of the year's work we have so far failed to recover 18 books, principally because of removal of both borrowers and guarantors from the city. Since October first only one book has failed to be returned. Two books were found on the shelves in such mutilated condition as to render their replacement necessary. The largest day's circulation was 1,798 on February 29, and the smallest 335 on December 17.

The development of the Toledo Public Library during the past five years, which covers the administration of the present librarian, will make peculiarly interesting history, and yet phenomenal as has been that development, the Library has not nearly reached the summit of its ambition. There remains unlimited opportunity for expansion. Only a worker in the library field who is striving to be "all things to all people," endeavoring to contribute his or her share towards the dissemination of knowledge, can realize these possibilities. It requires but a

casual survey of the library field to discover the increased public interest in the library movement. Evidences of this may be seen in the expansion of libraries already in existence; the continual erection of new buildings; the establishment of traveling libraries in isolated regions; the gradual spreading of the best literature among people who are absolutely lacking the means of culture; the magnificent results of work with children. If we turn our attention to our own overtaxed building and indulge in a little retrospection, we can better appreciate the marvelous work that has been carried on under trying conditions, and begin to realize what the future will see accomplished if we are able to meet the demands resultant from a steady growth.

One of the first acts of the new administration was to establish the work on more liberal lines. Greater freedom was given library patrons, unlimited time allowed for the use of books on special subjects, teachers were encouraged to a freer use of the Library, and even allowed as many books of serious character as their work or study required, vacation privileges were granted which allow a reasonable number of volumes to be carried away for the entire summer. Every means were used to facilitate research; a little advertising was done through the press to keep people in touch with current publications; lists on special subjects were printed in order to create interest in and stimulate the circulation of non-fiction; the information desk was established and people encouraged to use it freely, thus affording opportunity for timely suggestions; personal contact with the public was emphasized, and especial pains taken to aid people in book selection, as well as to materially assist in directing the character of their reading and bringing them in touch with literature of an elevating standard. I have mentioned but a few of the means used to bring the public to a realization of the fact that the Library is their own, to offer them a steady access to books, to show them that the Library means opportunity.

The efforts on the part of the librarian and his staff have not been without fruit. This is obvious from the increase in registration and circulation, both having more than doubled in the past five years. Rearrangement of shelving, readjustment of loan-desks, and numerous devices to make the building better adapted to its purpose required much time and much thought in order to facilitate the work being carried on. Figuratively speaking the book-stacks are overflowing, every available space on three floors has been twisted and turned and twisted again that it might accommodate the greatest number of book-stacks.

If we turn our attention to statistics, we can note the activity along

certain lines. We find under the heading Philosophy an increase in circulation from 1,304 volumes in 1904 to 3,026 volumes in 1908. While these books come under the general class Philosophy, they are mostly works on psychology. The demand for literature on psychology and kindred subjects is far beyond the supply, and it is safe to assume that the circulation would double or more than double in the next half-decade if we were able to strengthen this section. In connection with the unusual activity in this department it is interesting to observe that the circulation of books on sociology jumped from 2,036 to 4,473 in as many years. The insistent demand in these two departments is certainly indicative of the trend of modern thought.

In the Useful Arts section we find that the circulation has increased from 2,553 to 6,251, just about 250 per cent. in five years. If the Library were to have this department well stocked, we would not presume to predict the results. Most books of a technical character have a phenomenal usefulness, so much depends on the technical education of the electrician, the mechanic, or engineer. We should be to him a mine of information. The Library has made every effort to create an interest in this department; now it is inadequate to meet the demands upon it. It should be so well equipped that it could be of use to the self-taught individual who has been denied through no fault of his own a proper training in a technical school or college. He should be able to obtain just such knowledge as will keep him in touch with the most advanced modern needs; and surely the Library must aim to assist local industries. If we double 5,743, the circulation in 1904, and add 611 we will have 12,097, the circulation in 1908. These figures denote the unusual increase in poetry, essays, drama, literary history and criticism—a class of literature which is the foundation of culture. Travel, Biography and History are not as widely read as they should be; why, it is difficult to say. Fine Arts nearly doubled its circulation in five years. But we could cover many pages if we were to set forth even a small amount of the wonderful work which has been done in Toledo. The librarian has striven to meet the popular taste, he is doing more by cultivating it, rousing it. The spirit of helpfulness is inborn in the librarian of the present day; the work is pushed with energy and with tact.

Let us look at the possibilities. The library has grown to be a potent element in the advance of civilization. "Why does the state educate its children if not because their ignorance would be a jeopardy to the state?" The library, then, should be an inspiration, an elevating influence. It should be in touch with every economic condition, with

the rapid advance of twentieth century enlightenment and progress. Toledo's duty in the general trend of progressiveness is obvious. The library is said to be the university of the people; it should certainly stand for hospitality in its broadest sense, and be constantly on the alert to serve. We are wide awake, we see the crying local needs, and with the proper means we could build up more systematically and fulfill our destiny.

A duplicate collection of books should be available for use in the High and private schools. To supply the demand of teachers the Library shelves are sadly crippled. Yet the books ought to be placed where they can be of most service. The library is a most important factor in education. Co-operation between the library and the school should be increasing, that the teacher may acquaint the librarian with his needs, and the benefit be mutual. Our Library has done some work in the factories through the Y. W. C. A., but the work has of necessity been meagre, and that because of the lack of the wherewithal. Very often the deposits of books loaned from a public library to factories are the only literature to which the toilers therein have access. It is the function of a public library to establish intimate relations with just such people. A little branch was established a year ago in the East Side; 200 books were deposited. Their active circulation soon evidenced the fact that there should be a well-equipped building containing 2,000 or 3,000 volumes in that locality. A similar building should be established in the West End, thus relieving the congestion at the central library, and affording convenient opportunity for people living in the suburban parts of the city to obtain books for home reading. The main library should have the lecture-room without which no up-to-date library is complete. Here members of study clubs could meet, and with easy access to books, outline their work. Work with social settlements and similar associations should be encouraged, every corner of the city explored. The Library should be democratic and far-reaching. Justice should be given to the foreign element; many of the foreigners are paying taxes, and should have the privilege of access to books in their own tongue.

The supervisor of circulation had in mind last summer a campaign of advertising, of distributing lists to all the factories and manufacturing concerns — the workman in this age of invention must needs keep pace with progress—to place deposits of books in all the engine-houses, to circulate lists among teachers, to reach out into every portion of the city, and let the influence of books do its mighty work. Her enthusiasm

paled, however, when she began to face realities; the realities in this case being that such a campaign would be utterly hopeless, under the present "straitened" conditions, as we would fail to meet the demand created. So mammoth a scheme is absurd, though such should not be the case.

The library staff are keenly alive to the situation, they are eager and willing to act, to be instrumental in encouraging education, to work patiently to accomplish the most satisfactory results, to labor with untiring energy to bring as many as possible in touch with the rich legacies which have been transmitted to posterity by master minds—veritable treasure-houses of knowledge which shall afford impulse and inspiration in ages to come, and by their helpful influence aid in the betterment and uplifting of mankind.

SARA F. KOUNTZ

CHILDREN'S DEPARTMENT

Children's Room

Each year since the children's room was opened has been a year of progress and larger usefulness. In the past year we have had a total circulation of 152,799 children's books, 95,215 being from the children's room in the library building, and 57,584 being from deposits in the schools, settlements, the Y. M. C. A. and the Y. W. C. A. The number of borrowers of children's books has increased as rapidly as the circulation, and in every respect the work of the department has doubled in the last five years. The circulation from the children's room by months may be found above in the general table of circulation. The largest day's circulation was 1,062 on February 29; the smallest, 118 on June 11. It was necessary to send out 712 postals to delinquent borrowers, and 24 to guarantors, which was a material decrease from 1907. Eighteen thousand books were mended in the building, and 7,995 in the schools, making 25,995 in all. There was also a circulation of 2,508 pictures, which is not included in the totals given above. These were borrowed by teachers, Normal students, clubs and Sunday-school workers. The children in this way were aided in the study of geography and other lines of work. We have a collection now of 3,271 pictures, of which 1,066 are the very valuable Mott collection of photographs. The cataloguing of these pictures was begun last spring, making the collection more useful than ever before. The number of books used for reference or reading within the room was 43,542, which shows a healthy gain over any preceding year.

Only 60 per cent. of the books taken out from the children's room this year were fiction, the lowest percentage we have reached. We realize that no book but the best book is good enough for any child, and the children are making it possible for us to work for them from this standpoint. The new books are carefully reviewed by the children's librarian or one of the assistants before purchasing; the others are reread as we have time. We consider book selection one of the most important parts of children's work. We have tried to help with the story-hour work in the schools and homes, for we have no available room in the Library in which to carry on the work. Lists and aids to this work have been sent into the schools and gratefully received. We feel that the work of the children's room is to be taken care of first, but the deposits sent out have brought a larger interest in the room which has been most gratifying.

The work of the last two years has clearly proven to us that we need a larger building with modern furnishings and conveniences, and branch libraries. In the branch library the child as well as adult would have a refined, attractive place to go for reading or for reference work, with the influences surrounding them for which the schools are working and for which we are doing all we can. The co-operation of the schools, with their high ideals, the interest of the parents, and the faithfulness of our own loyal workers, has made the year of 1908 a very helpful one to the children of our city. We feel sure that our city will now help us to go on with a greater, larger work in the future.

School Work

During the last year 6,772 books were sent out in 160 sets to principals, teachers, settlement workers and to the Y. W. C. A. and the Y. M. C. A., which sustained a home circulation of 57,584. The more important use of the books in the schoolrooms is not of record. Public sentiment through magazines and newspapers is asking for better pictures, books and other good influences to surround the child. Principals and teachers are using every effort (and so are we) to help in the work. It seems most important that the work begin with the small child in the kindergarten, as a few refined picture-books give them the foundation for the enjoyment of good books as they grow older. We have sent a few to some kindergartens, but in all the lower grades we have been unable to supply but a few of the requests, because of the lack of room and books. We do as much as we can with what we have, but as no more shelf-room is available we can buy no more books even if we had the money to buy them. Branch libraries would solve

many problems of this department of the work, as they would give more children a place to go and a larger selection of books to read. The deposits of books sent out are mended twice a year, and with our present limitations can only be changed within the building to which they are sent or with the replacement of the worn-out books by books from the main building. The fall term in the schools began later this year, so our school work was delayed, and in some schools the teachers were unable to get their books until November or December, owing to the unfinished condition of the buildings.

The children's department in all its work is grateful for the interest and co-operation which it has received. CORA H. BUNKER

Circulation from Deposits of Children's Books

	January-June		October-December	
	Deposit	Circulation	Deposit	Circ'la'n
Auburndale School	233	633	346	572
Auburndale Annex	165	288	...	...
Birmingham School	...	...	15	Kinderg.
Broadway School	359	1,404	161	723
Chase School	123	728	140	478
Detroit School	244	1,528	254	1,118
East Side Central School	...	...	40	195
Franklin School	180	548	35	454
Glenwood School	410	2,226	465	2,433
Hoag School	103	313	140	756
Illinois School	12	Kindergarten	12	Kinderg.
Indiana School	28	300	333	1,999
Industrial Heights Settlement	...	...	50	162
Ironville	200	378	100	167
Janes and Franklin School	51	52	51	72
Junction School	136	786	215	964
Mott School	40	114	125	307
Navarre School	218	1,167	362	1,640
Nebraska School	340	1,411	474	1,600
Newbury School	104	318	256	1,373
Newton School	297	656	312	991
North Toledo Settlement	31	224	90	194
Norwood School	54	531	61	404
Ontario School	105	734	144	758
Raymer School	425	1,814	401	2,117
Segur School	272	1,029	259	964
Sherman School	323	1,229	41	73
South School	124	723	200	867
Southeast School	361	2,475	352	1,488
Spring School	206	714	169	375
Stickney School	331	1,196	310	898
Waite School	307	1,968	371	1,907
Walbridge School	297	1,226	377	1,862
Washington School	37	122	...	...
Y. M. C. A. Boys' Club	36	169	36	176
Y. W. C. A. East Side Branch	50	784	75	1,709
Totals	6,202	27,788	6,772	29,796

Maximum number of volumes on deposit 6,772
Grand total of circulation for the year 57,584

LIGHTING

Arrangements were made by the President of the Library Board whereby a complete installation of tungsten and tantalum lamps was put into the main floor and children's room in the late fall. The Library is now for the first time since it was built adequately lighted. After the installation was complete the monthly lighting bills showed a saving of 37 per cent. over a year ago, and the illumination is from 50 per cent. to 100 per cent. better.

TAX LEVY

The President of the Library Board appeared several times before the Finance Committee of Council and the whole Council when the tax levy for 1909 was in preparation, urging that the Library rate be increased from three-tenths to five-tenths of a mill. The Trustees of the Toledo University were also in the field at the same time for a levy, and the result was a compromise whereby the Library was granted an increase of three points (to 33-hundredths of a mill), and the University a levy of one-tenth of a mill. The University levy was subsequently cut in half and finally disallowed altogether; but the amount thus saved was not transferred to the Library nor any other department of the city. The agitation called forth a number of editorials and public and private letters, some of which are reproduced herewith.

As a Pastor Sees Need of Better Public Library

Toledo Blade, June 5, 1908

Editor Blade:—Will you be kind enough to give space in your paper to a few lines on a subject of vital importance to our city? That subject is the public library, and I write on it as a servant of the highest interests of Toledo. My desire for a larger, better equipped and more efficient public library is of more than ordinary intensity, for the following reasons:

First—I was brought up, until twenty-two years old, in a country where such facilities for self-culture are practically unknown. At that age I was fortunate enough to come to this country and to become the subject of the means of moral and intellectual growth which it affords. Thus my circumstances enable me to feel more keenly and more joyously the influences of such means of general education as a public library than do the children of the soil. I know distressingly the baleful consequences of the lack of such means. The memories of my youth with reference to this subject are of the things of darkness. Therefore, in the name and for the sake of the youth of our city and broader general culture I plead for greater library facilities.

Second—As a minister of religion the public library merits my support in two ways. First, through its broadening influence upon the pulpit, which remains, in spite of its faults, the most powerful agency for good. Second, through its irresistible tendency to create in the public mind a demand for more rational, more helpful statements of religion, as well as other vital issues of moral and civic significance. I believe that religion is the savior of man, but I believe also as firmly that education is the savior of religion. Wherever humanity has lacked the means of popular education its religion was forced to shrink to the lifeless forms of superstition. My knowledge of history and life in both hemispheres supports my statement unqualifiedly.

Third—As a citizen of the young and vigorous city of Toledo, I plead for a more inclusive public library. "We must educate or we must perish," is not only the utterance of a far-sighted statesman, but of the collective mind of civilization itself. What better agency for

good, along with the distinctly religious forces of our city life, can our officials and public-spirited citizens establish in the midst of our growing population than such a storehouse of the condensed knowledge of the ages? What can be more gratifying to a friend of humanity than to see a multitude of citizens, old and young, rich and poor, merchants, mechanics, day laborers, carry away from such a repository the products of the master spirits of humanity and diffuse them in the life centers of our community? Taxes are collected from the citizens of our city and then are returned to them in the form of courts of law, police protection, clean streets, etc. Would it not be more conducive to the development of a higher civilization to return more of such taxes to our citizens in the form of good books and reading-rooms, and thus help to lessen the need for courts of law and police protection?

Now permit me to say that as a grateful patron of the Toledo Public Library, I have always been impressed most favorably by its excellent management and facilities, in spite of its cramped quarters and the lack of many badly-needed reference works. The good management, coupled to the increasing thirst for knowledge, has greatly increased the demands for the books and the facilities which our library with its present financial resources cannot fully supply. Shall such an institution be allowed to shrink to littleness as the life of our city expands and increases? The required increase of the levy for its support from 3-10 to 5-10 of a mill deserves, I believe, the most serious consideration by our city council. This increase, if granted, would mean directly a better-equipped public library. Indirectly, however, it would mean great benefits in various ways to our schools, churches, factories, banks, business houses of various sorts; it would touch very helpfully and in various ways the life of a more intelligent and a greater Toledo, of which every good citizen likes to think as our future city.

ABRAHAM M. RIHBANY

Toledo's Public Library; a Word to Council

Editorial, Toledo Blade, June 12, 1908

Gentlemen of Council — Your finance committee has agreed on an increased levy of three-hundredths of a mill for the Public Library, and has also decided on a levy of one-tenth of a mill for the University trustees. The action of the committee will come before council next Monday evening for your ratification or rejection.

The public library receives from the city $24,000 a year. It is probably the most economically administered of all the city's institutions. The public library is the people's university. Its growth is marvelous. In four years its circulation has been doubled. Four years ago the circulation was 200,000; now it is 400,000. Twenty thousand men, women and children are borrowers of its books, a number almost equal to the public school attendance in the city.

The one thing which attracts the people to the library is the books. No premium is offered to patrons. No canvassers are employed to induce the people to come. The patronage is entirely voluntary.

The juvenile section is one of the first four in America. Its growth has been phenomenal. The youngsters are great borrowers, not of fiction, but of history and biography.

The service of Toledo's public library is largely educational. The increased demand is not so much for fiction as for works along educational lines. Aside from the public schools the library is Toledo's most popular educational center.

And now, gentlemen of council, this great institution which is so near and dear to the hearts of the young and old, with the demands on it increasing, with the people clamoring for better service and more books, is struggling along on less money than it had four years ago when it actually did one-half the business it now does.

Money is needed for more books to replace those which patrons have worn out. More money is needed for new books; more money is needed for more help to properly care for the increased service; more

money is needed to pay living salaries to the men and women employed, the present salaries being ridiculously small.

It is true the great needs of the library have not been presented to you. The building demands attention. More room is imperative. Repairs are absolutely necessary. The entire building is overcrowded.

But the pressing demand is for money to care for the increased service, and the cause of this increased service is the people. In the public library you have a great university, one whose growth demonstrates that it is popular. It has 20,000 students aside from those who daily visit its reference and reading-rooms. It is in financial straits caused by an ever-increasing voluntary patronage.

The increased levy of three-hundredths of a mill agreed upon by your committee will give the trustees about $2,400 a year extra. This is but a drop in the bucket. You represent the people, the thousands who are using the library every month. It is the growing demand of your constituents which makes more money necessary. Don't you realize that you should put forth an effort to meet these demands? You are not asked to give the money to the trustees except as they use it for the benefit of the people.

Public Library and Council

Editorial, Toledo Blade, June 15, 1908

If members of council fully realize the needs of the public library they will not hesitate to make a substantial increase of the levy for that institution.

With the small sum received from taxes it is impossible for the library trustees to meet the demands of their patrons. The service is crippled. There are no funds to buy new books. Worn-out volumes cannot be replaced in as great numbers as is necessary.

Last year, through the teachers of the public schools, 6,000 books were circulated among the pupils. The demand was sufficient to circulate twice as many, but it was impossible to do so for there was no money to buy books. With an outside circulation of 400,000 and with as many more used within the building, it is readily seen that Toledo's public library is by far the most popular institution in the city.

To meet this voluntary demand the city levy last year produced but little more than $22,000. Rentals and fines added $2,000 to this sum. While the circulation of books has doubled in four years, the receipts are now less than they were four years ago.

Toledo's library receives from the city, under the present levy, 13.8 cents per capita a year. Worcester, Mass., receives 36 cents; Syracuse, 30.8; Seattle, 35.5; Dayton, 18.1; Grand Rapids, 33.5; Louisville, 21; Milwaukee, 17.2; Minneapolis, 21.8; Newark, 22.5; Omaha, 15; Providence, 20.5; St. Paul, 22.9. In fact there is not another city in the country that receives so little for its library, neither is there another city the size of Toledo which has so many library patrons.

Talk about your popular universities. Toledo's library is the greatest educational center of the city aside from the schools.

But the service of the library is at its limit. There is no money for more books. There is a lack of funds for replacing worn-out books. Money is needed for salaries and for better service. Changes and repairs are absolutely necessary, but they cannot be made because there is no money. And yet the demands of the people continue to increase.

The finance committee of council has agreed to an increased levy of three-hundredths of a mill, adding about $2,400 to the library fund. This is not enough. If the people have made the public library so popular, council should see to it there is sufficient increase in funds to take care of the increased demand. If this is not done councilmen are not true representatives of their constituents.

APPENDIX A

LIST OF DONORS

	Bound	Unbound
Adriance Memorial Library, Poughkeepsie, N. Y.	...	2
Alexander, P. W., Granville, O.	1	...
Allaben Genealogical Co	4	...
American Association for Labor Legislation	...	2
American-Irish Historical Society	1	...
American Bar Association	2	...
American Forestry Association	...	2
American School of Home Economics	...	5
American Steel and Wire Co	2	...
Amherst College	...	1
Antioch College	...	2
Association for International Conciliation	...	25
Association of Licensed Auto Manufacturers	1	...
Atlas Portland Cement Co	1	...
Austin, Judge James	19	...
Balch, E. S.	1	...
Balch, T. W.	1	...
Bangor (Me.) Public Library	...	1
Bassett, Judge George A	1	...
Bateman, E.	1	...
Bauer, Herman	1	...
Benneville, Jas. S., Japan	1	...
Bradley, Chas., Newark, N. J	...	1
Braddock (Pa.) Carnegie Public Library	...	1
Bradford (Pa.) Carnegie Public Library	...	1
Bradley Polytechnic Institute	...	1
Brookline Public Library	...	6
Brooklyn Public Library	...	4
Browne, A. B., Cincinnati	1	...
Buchtel College	...	1
Buffalo Public Library	...	1
Burrows Bros. Co., Cleveland, O	1	...
Canada, Department of Agriculture	1	...
Canada, Superintendent of Immigration	1	...
Carnegie Hero Fund Committee	...	1
Cassell & Co., New York	...	Book-lists

	Bound	Unbound
Century Co., New York	6	...
Chicago, Department of Finance	1	...
Chicago & Northwestern Railway	...	1
Cincinnati Public Library	...	6
Clairmont, A. de	1	...
Cleveland Public Library	...	2
Crowell & Co., New York	...	Book-lists
Davenport (Iowa) Public Library	...	1
Dayton Public Library	...	2
Decatur (Ill.) Public Library	...	2
Delaware & Hudson Railway	...	1
Depew, Chauncey M.	...	4
Detroit Public Library	...	1
District of Columbia Public Library	...	6
Eclipse Electrotype & Engraving Co	...	2
Emmet, Thomas A.	2	...
Enoch Pratt Free Library, Baltimore	...	2
Evanston (Ill.) Public Library	...	1
Field Columbian Museum, Chicago	...	8
Fletcher, Dr. James, Ottawa, Canada	3	...
Forbes Library, Northampton, Mass	...	1
Grand Rapids (Mich.) Public Library	...	13
Grosvenor Public Library, Buffalo	...	2
Hackley Public Library, Muskegon, Mich	...	4
Harvard University	1	2
Haverhill (Mass.) Public Library	...	5
Hawaii Promotion Co.	...	1
Heidelberg University	...	1
Helena (Mont.) Public Library	...	1
Heminway & Sons Silk Co	...	1
Hennebique Construction Co.	...	1
Historical & Philosophical Society of Ohio	...	8
Home Savings Bank	...	2 Calendars
Homestead (Pa.) Carnegie Library	...	1
Horstmann, W. H., Philadelphia	...	1
Illinois, State of	1	...
Illinois, University of	...	1
Indiana Public Library Commission	...	2
Interstate Commerce Commission	10	...
Iron Age, New York	1	...
Jersey City Public Library	...	2
John Crerar Library, Chicago	...	1
Kansas City Public Library	...	1
King, George	1	...
Lake Forest College	...	1
Lake Mohonk Conference	...	1
Lamb, Hon. Sylvester	8	...

	Bound	Unbound
Lambert, Miss Anna M., St. Paul	1	...
Lansing (Mich.) Public Library	...	1
Lawrence (Mass.) Public Library	...	2
Locke, Robinson	373	140
Los Angeles Public Library	...	1
Los Angeles Chamber of Commerce	2	...
Louisiana Oyster Commission	...	1
Louisville Public Library	...	7
Lynn (Mass.) Public Library	...	1
Macomber, A. E.	...	1
Malden (Mass.) Public Library	...	1
The MacManus-Kelley Co.	...	440
Macmillan & Co., New York	...	Book-lists
Madison (Wis.) Free Library	...	1
Manistee (Mich.) Public Library	...	1
Merchants' Association of New York	...	4
Milwaukee Public Library	...	1
Minneapolis Public Library	...	2
Mount Holyoke College	...	1
Munn, Glenn	...	1
Murray, C. B., Cincinnati	1	...
National Arbitration and Peace Conference	1	...
National Association for the Study and Prevention of Tuberculosis	...	4
National Business League of Chicago	...	7
National Civic Association	...	2
National Tax Association	1	...
Nebraska Public Library Commission	...	1
Newark (N. J.) Free Public Library	...	7
Newton (Mass.) Free Library	...	1
New Haven Free Public Library	...	2
New Orleans Public Library	...	1
New York City, Board of Education	1	...
New York Mercantile Library	...	1
New York Public Library	...	1
New York Society Library	...	1
New York State Library	...	5
Nitschke, D.	2	Scrap-books
Northwestern University	...	1
Oberlin College	...	2
Ohio Republican State Committee	...	8
Ohio State Library	12	56
Ohio State University	...	21
Ohio Wesleyan University	...	Calendar
Olivet College	...	1
Omaha (Neb.) Public Library	...	1
Osaka (Japan) Library	...	1

	Bound	Unbound
Otterbein University	...	1
Ottumwa (Ia.) Public Library	1	...
Peaslee, John B., Cincinnati	1	...
Peoria (Ill.) Public Library	...	1
Perkins, Richard Roy	...	1
Philadelphia Free Library	...	1
Phillips Exeter Academy	...	3
Pittsburgh, Carnegie Library	1	10
Pomeroy, George E.	1	...
Pratt Institute Free Library, Brooklyn	...	19
Princeton University	1	2
Proofing Publishing Co., Detroit	...	4
Providence (R. I.) Public Library	...	1
Railway News Bureau, Chicago	1	...
Raymond, C. L.	4	...
Read, W. H. A.	29	...
Reinhart, Geo. S.	1	...
Republican National Committee	...	2
Reynolds Library, Rochester, N. Y.	...	1
Rountree, Mrs. Paree Gibbons	...	1
St. John's College, Toledo	...	50
St. Joseph (Mo.) Public Library	...	2
St. Louis Mercantile Library Association	...	1
St. Louis Public Library	...	11
Salem (Mass.) Public Library	...	1
San Francisco Mechanics' Institute	...	1
Sanger, Wm.	1	...
Schwarzkopf, E. E., New York	1	...
Scranton (Pa.) Public Library	...	1
Seattle Public Library	...	1
Second Church of Christ, Scientist, Toledo	1	...
Simpkin, Marshall & Co	...	3
Smithsonian Institution	1	12
Springfield (Mass.) City Library	...	4
Standard Sanitary Manufacturing Co., Pittsburgh	2	...
Stearns, Frank P., Philadelphia	4	...
Stern, L. M., Cleveland	1	...
Stevens, Miss Laura, Detroit	1	...
Stone & Webster, Boston	...	2
Sturgis, R. Clipston, Boston	...	1
Swayne, N. H.	14	...
Syracuse (N. Y.) Public Library	...	1
Tantrik Press, New York	...	1
Terry, Daisy	4	...
Texas University	...	1
Thompson, Frank J., Fargo, N. D.	2	...
Toledo Citizens' Industrial Association	...	7

	Bound	Unbound
Tonge & Co., Denver, Colo	1	...
Toronto Public Library	...	1
Troy (New York) Public Library	...	1
Trussed Concrete Steel Co., Detroit	1	2
United States Brewers' Association	...	1
United States, Superintendent of Documents	910	1012
United States, Library of Congress	7	10
United States Infantry Association	1	...
Viquesney Publishing Co., Terre Haute, Ind	1	...
Waite, Mrs. Richard	...	25
Warder Public Library, Springfield, O	...	2
Western Theological Seminary	...	1
Wiley & Sons, New York	...	25
Wilmington (Del.) Institute Free Library	...	2
Wilson, Blacque	1	...
Wilson Bulletin, Oberlin	...	1
Witchner, R.	1 year's subscription to "Appeal to Reason"	
Woburn (Mass.) Public Library	...	1
Worts, Mrs. F. K.	32	...
Wright, E. M., Medford, Mass	1	...
Yaryan, Mrs. Homer	55	...
Totals	1,554	2,112

APPENDIX B

LIST OF IMPORTANT ADDITIONS

American journal of theology. 1897-1907. v. 1-11.

American school of correspondence. [Books for Home Study.] 43 v.

American school of correspondence.
Cyclopedia of architecture, carpentry and building; a general reference work....prepared by a staff of architects, builders, and experts of the highest professional standing; illustrated with over three thousand engravings....Chicago, American School of Correspondence, 1907. 10 v.

American school of correspondence.
Cyclopedia of civil engineering; a general reference work on surveying, railroad engineering, structural engineering, roofs and bridges, masonry and reinforced concrete, etc....Chicago, American School of Correspondence, 1908. 8 v.

American school of correspondence.
Cyclopedia of drawing; a general reference work.....Chicago, American School of Correspondence, 1907. 4 v.

American society for the extension of university teaching.
Syllabi. 1899-1906. 5 v.

Annals of the American academy of political and social science.
July 1890. Dec. 1907. v. 1-30.

Bliss, William Dwight Porter.
The new encyclopedia of social reform, including all social-reform movements and activities. New ed. New York, Funk & Wagnalls Co., 1908.

Cassier's Magazine. May 1894-Oct. 1907. v. 6-32.

Champlin, John Dennison.
Cyclopedia of music and musicians. New York, C. Scribner's Sons, 1888-'90. 3 v.

Chapman, Clowry.
Law of advertising and sales and related general business law. Denver, C. Chapman [1908]. 2 v.

Commercial publishing co.
Commercial business directory of the United States. Cincinnati, 1908.

Dicksee, Lawrence Robert.
Auditing; a practical manual for auditors. Authorized American ed. New York, 1905.

Gauss, Henry Colford.
The American government, organization and officials, with the duties and powers of federal office holders; an original summarization, with a compilation of data from official sources. New York, L. R. Hammersly & Co., 1908.

Gradl, M. L.
Moderne bauformen: monatshefte für architektur. Stuttgart, Julius Hoffmann, 1907. v. 6.

The graphic arts and crafts year book, 1907-'08. The first American annual review of the engraving, printing and allied industries. Hamilton, O., The Republican Publishing Co., 1907-'08. 2 v.

Grove, George.
Grove's dictionary of music and musicians; ed. by J. A. Fuller Maitland....New York, The Macmillan Co., 1904-'08. 3 v.

Haney, James Parton.
Art education in the public schools of the United States. New York, American Art Annual, 1908.

Hard, Miron Elisha.
The mushroom, edible and otherwise, its habitat and its time of growth; with photographic illustrations of nearly all the common species. Columbus, O., The Ohio Library Co., [1908].

Hasluck, Paul N.
The automobile. London, Cassell & Co., 1905. 3 v.

Hastings, James.
A dictionary of Christ and the gospels. New York, C. Scribner's Sons, 1906-'08. 2 v.

Ibsen, Hendrik.
Collected works. Copyright edition. [Entirely rev. and ed. by William Archer]. New York, C. Scribner's Sons, 1906-'08.

Industrial magazine. 1902-'07. v. 1-7.

International motor cyclopedia year book. New York, E. E. Schwarzkopf, 1908.

Journal of commerce and commercial bulletin, New York.
Commercial precedents selected from the column of Replies and Decisions of the New York Journal of Commerce and Commercial Bulletin. By Charles Putzel. Hartford, Conn., American Publishing Co., 1907.

Lübke, Wilhelm.
Outlines of the history of art. Ed., minutely rev. and largely rewritten by Russell Sturgis. New York, Dodd, Mead & Co., 1904. 2 v.

Mackenzie, George Norbury.
Colonial families of the United States of America. New York, The Grafton Press, 1907.

Magazine of American history.
Complete index. 1877-1893. Compiled by William Abbatt. New York, W. Abbatt, 1907.

Men of America; a biographical dictionary of contemporaries. Ed. by John W. Leonard. New York, L. R. Hammersly & Co., [1908].

Military order of the loyal legion of the U.S. New York Commandery.
Personal recollections of the war of the rebellion; addresses delivered before the New York Commandery of the Loyal Legion of the United States. New York, 1897-1907. Series 2 & 3.

Morris, Louis Richard.
Instruction in real estate and fire insurance. Boston, Morris-Pierce, 1907.

National civic federation. Commission on Public Ownership and Operation.
Municipal and private operation of public utilities....New York, National Civic Federation, 1907. 3 v.

Nelson's encyclopædia; everybody's book of reference.
New York, T. Nelson & Sons [1906-'07], 12 v.

Newnes art library series. London, George Newnes. 20 v.

Pittsburg. Carnegie Library.
Classified catalogue, second series, 1902-1906. Pittsburg, Carnegie Library, 1907. 2 v.

Poole's index to periodical literature; fifth supplement from January 1, 1902, to January 1, 1907, by William I. Fletcher and Mary Poole. Boston, Houghton, Mifflin & Co., 1908.

Rand, McNally & Co.
Enlarged business atlas. Chicago, Rand, McNally & Co., 1908.

Reissig, Carl.
The standard family physician. New York, Funk & Wagnalls, 1907. 2 v.

Ruoff, Henry Woldmar.
The standard dictionary of facts. Buffalo, N. Y., The Frontier Press Co. [1908].

Scott, Walter.
Sir Walter Scott's Minstrelsy of the Scottish border, ed. T. F. Henderson.... Edinburgh, W. Blackwood & Sons, 1902. 4 v.

Speltz, Alexander.
Styles of ornament, exhibited in designs, and arranged in historical order with descriptive text. Tr. from the 2d German edition by David O'Conor. 400 full-page illustrations. Berlin, B. Hessling, [1906].

Technical world. March 1904-Aug, 1906. v. 1-5.

Uhl, J. B.
Official atlas of Lucas Co., Ohio. Toledo, 1900.

U. S. Bureau of the Census.
Heads of families at the first census of the United States, taken in the year 1790. Washington, Government Printing Office, 1907. 12 v.

The Woodworker. 1901-'07. v. 1-9.

Work. 1889-1907. v. 1-33.

APPENDIX C

LIST OF WANTS

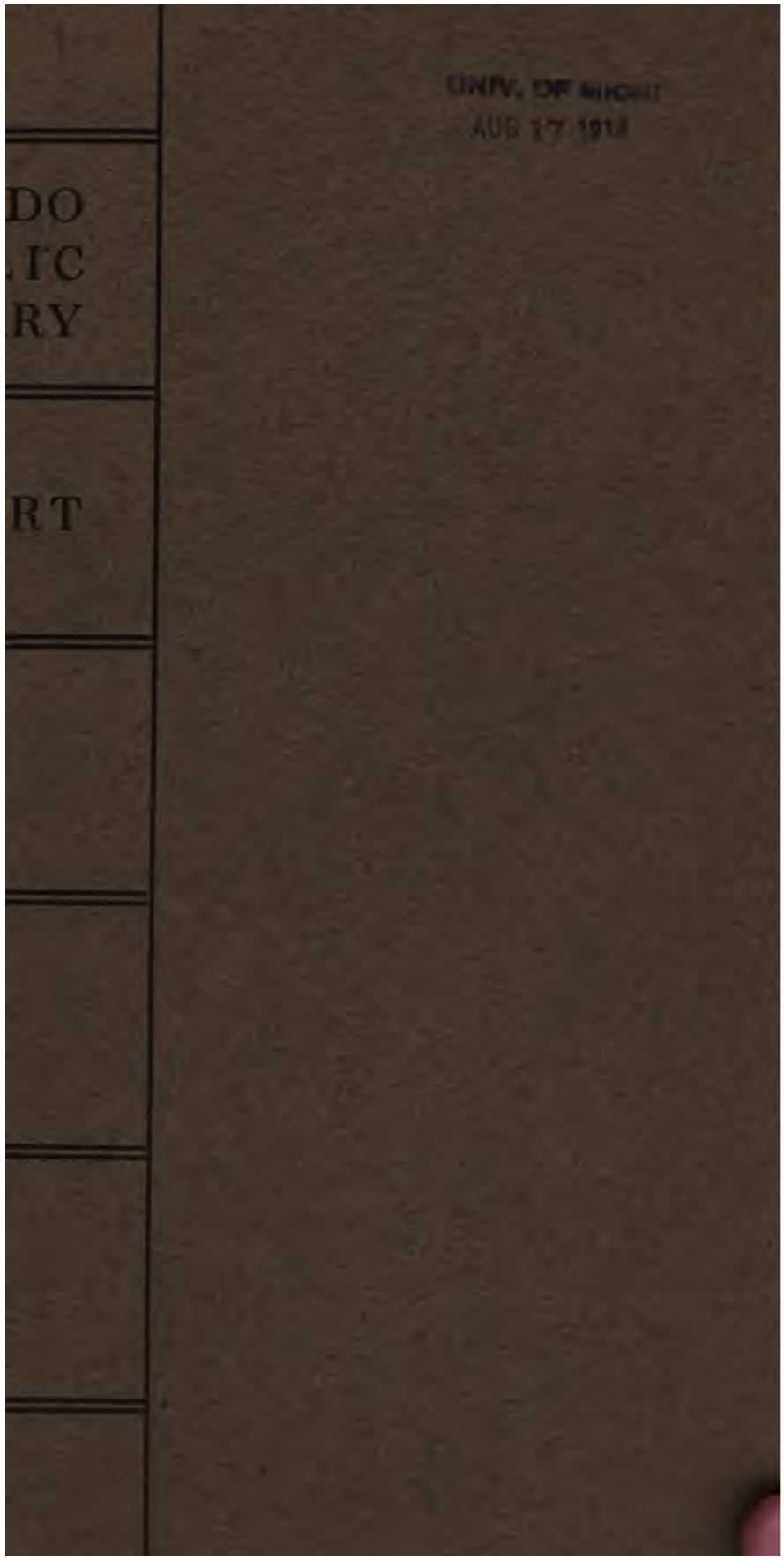
American Annual of Photography, 1895.
American Architect, v. 1-2.
American Institute of Mining Engineers. Transactions, v. 22-date.
American Machinist, v. 1-26.
American Society of Civil Engineers. Transactions, v. 1-12.
Biblical World, v. 2, nos. 1, 4, 5 & 6.
Bird Lore, v. 1-7.
Brickbuilder, v. 1-13.
Brush & Pencil, v. 1-4.
Buffalo Historical Society. Publications, v. 2.
Business Man's Magazine. All to the end of 1906.
Carpentry and Building, v. 11-25.
Cassier's Magazine, v. 1-5; 30-31.
Charities, v. 1-11.
Chautauquan, v. 1-2.
Connecticut Magazine, quarterly, v. 1, no. 1.
Contemporary Review, v. 1-21; Sept., 1876.
Country Life in America, v. 3; Nos. 1, 2, 3, 4 & 6.
Current Literature, v. 1-2.
Domestic Engineering. All to the end of 1907.
Edinburgh Review, v. 129-162.
Electrical World, v. 1-32.
Electrician & Mechanic, v. 1-17.
Elementary School Teacher, v. 2, nos. 1 & 2; v. 4, no. 8.
Engineers' Society of Western Pennsylvania. Proceedings, v. 2-4; 11-20.
Forest and Stream, v. 1-29.
Fortnightly Review, v. 1-44.
Good Housekeeping, v. 1-3; 8-18; 29-37.
Harper's Weekly, v. 29-33 (1885-1889).
Harvard Graduates' Magazine, v. 7-date.
House Beautiful, v. 1-6.
Illuminating Engineer, v. 1, nos. 1, 4, 5; v. 2, no. 10.
Inland Printer, v. 1-4; 9-32.
Iron Age, v. 71-72.
Index (Toledo), v. 4-
Journal of Geography, v. 1, no. 1; v. 3, nos. 7, 8, 10.
Journal of School Geography, v. 1, no. 2.
Keramic Studio, v. 1-5.

Ladies' Home Journal, v. 21-date.
Life, v. 1.
Literary Digest, v. 1-27.
Locke's Monthly, v. 2-
Machinery (Engineering edition). All to end of 1907.
Manual Training Magazine, v. 1, no. 3.
Metal Industry, v. 1 & 3.
Military Order of the Loyal Legion of the U. S. N. Y. Commandery. Personal recollections of the war of the rebellion. Series 1.
Mineral Industry, v. 1-8; 12-13.
Missionary Review of the World, v. 1-9; 10, nos. 1, 2 & 7.
Municipal Affairs, v. 1, no. 3.
Musician, v. 1-9.
Nation, v. 1-29.
National Association of Manufacturers. Proceedings, v. 1-8.
National Conference of Charities and Correction. Proceedings, 1875-'78; 1881; 1885.
National Congress of Mothers. Proceedings, v. 4-8.
National Educational Association. Proceedings, 1871-'72; 1882-'83; 1885.
National Geographic Magazine, v. 1-9.
National Prison Association. Proceedings, 1899.
New England Historical and Genealogical Register, v. 12-19.
New York Genealogical and Biographical Record, v. 10-37.
Nineteenth Century, v. 9-18.
Outing, v. 1-3; 7; 9.
Overland Monthly, v. 4-10; 38.
Painters' Magazine, v. 1-33.
Photo-Era, v. 1-21.
Poet-Lore, v. 1-7.
Popular Mechanics, v. 1-8.
Power, v. 1-27.
Public Opinion, v. 1.
Public Policy, v. 1-3.
Railroad Age Gazette. All to end of 1908.
Railway and Locomotive Engineering. All to end of 1907.
Review of Reviews (American edition), v. 1-4.
Rudder, v. 1-7.
School Review, v. 9-14.
Scientific American, v. 51.
Scientific American Supplement, v. 18-21; 27; 47.
Sons of the American Revolution. Ohio Society. Year-books, prior to 1896.
System, v. 1-10.
Theosophical Quarterly, v. 1.
Toledo Public Library. Reports, 1874-'75.
Unitarian Review, 1-30.
Van Nostrand's Engineering Magazine, v. 12-29.



"Whatever value the library may have as a correlative influence with the schools, and as a helper of all classes in their special pursuits, it will do its best and greatest work as a liberator of spirits, a minister to the higher life, a distributor of that light which never was on sea or land, a handmaid of religion and of the arts."

—*W. I. Fletcher.*


UNIV. OF MICH.
AUG 17 1918



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TOLEDO PUBLIC LIBRARY

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THIRTY-FIFTH ANNUAL REPORT OF THE LIBRARIAN

1909

TOLEDO, OHIO
THE PUBLIC LIBRARY
1910

THE BLADE PRINTING & PAPER CO., TOLEDO, O.

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REPORT OF THE LIBRARIAN

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

I have the honor to submit herewith a report on the state of the Library and its activities for the year 1909.

The number of books added was 5,850, of which 5,604 were by purchase at a cost of $6,430.22. Three thousand six hundred and fifty-five volumes were discarded, leaving a net increase of 2,195. The Library contained 85,087 volumes at the close of the year. The registration of new borrowers amounted to 3,675, with a net increase of 3,452. The total number of bona fide active borrowers at the close of the year was 21,258. The total circulation of books for home reading was 400,046, of which 326,807 was from the library building, and 73,239 from deposits, mainly in the public schools. The details of these statistics may be found below in the reports of the heads of departments. The monthly salary rolls contained regularly the names of 19 persons comprising the library staff proper on a schedule of seven hours daily; three in the janitor service on an average eight-hour schedule; and three book-boys working by the hour, outside of high school hours, on what amounted to a trifle more than half time. Extra assistants and boys were employed as occasion demanded; particularly to handle the regular Saturday circulation, and to work on the school collections when they were sent out and brought in. The total amount paid for salaries was $14,083.60.

Three important pieces of work were undertaken at the Library during the year; two of which were finished, while the third will be purposely extended over two or possibly three years.

The first of these tasks was to apply the stamp " Closed Shelf " to the catalogue cards for the books that had been removed from the open shelves on the main floor to closed shelves in the basement, to which the public is not given free access. The books themselves and their shelf-list cards had been thus stamped when transfer took place; so that it was perfectly plain with any book in hand to tell whether it belonged on the main floor or in the basement. It now remained to similarly

stamp the catalogue cards in order to know where to find any particular book. This was a particularly painstaking and tedious piece of work, occupying Miss Crowell's time practically all summer.

In November Toledo Council No. 386, Knights of Columbus published "A Catalogue of Books by Catholic Authors in the Toledo Public Library." This made a pamphlet of 28 pages and cover, 6 x 9 inches, printed in double column. An edition of 3,000 copies was printed and distributed at the expense of the Knights of Columbus. The compilation of this catalogue was begun by Miss Kountz as early as January and occupied all of her time that could be spared from regular duties up to the date of publication. It represents a tremendous amount of work on her part, which was zealously and conscientiously performed in the face of countless interruptions and many discouragements. I believe that the List will perform an excellent service in calling the attention of English-reading Roman Catholics to the fact that the Library contains so many books by their own authors. In this connection I print herewith a letter from the Rev. J. T. O'Connell, pastor of St. Francis de Sales church.

Mr. W. F. Sewall, Librarian, Toledo Public Library
DEAR SIR:

There have been placed in my hands for distribution several copies of a List of Catholic Books in the Toledo Public Library; and it is only proper that, while acknowledging the enterprise of the Knights of Columbus and the skillful, painstaking compilation of Miss Sara F. Kountz, we should give due credit to the management of the Library which makes such public service possible. The real value of a book is its helpfulness, and the mission of a library is to make good literature available to the public. The head of the Toledo Library is evidently ready to go beyond a general catalogue to attain the best results. We may believe that the special listing which has demanded this acknowledgment will add much to the favor in which your work is held by our people. Not only will this courtesy be an inestimable favor to Catholics but it will invite attention to our writers from many who might not otherwise have occasion to know what our authors are effecting. We may hope, too, that the time is not far distant when the resources of the Toledo Library shall be so generous as to make it inferior, in a technical sense, to no library in the country.

Sincerely,

Toledo, January 18, 1910. J. T. O'CONNELL.

Miss Julia E. Calvert resigned at the end of January after a faithful library service of the extraordinary term of thirty-five years, during the last five of which she had been registrar. The registration was carried on

by members of the desk force in rotation until the middle of May, when Mrs. Young was transferred from the children's room and made registrar. On June 1st re-registration of all the Library's borrowers was begun with an entirely new outfit of application blanks and borrowers' cards of standard size, numbering stamp, typewriter and filing cabinet. There had been no general re-registration in seven years, and irregularities were frequently coming to light. Although more than 6,000 unused cards on file at the Library had been thrown out in the three years prior to 1909, there were still in existence outside of the Library hundreds of cards that never would be presented nor could be called in. There was also an unknown number being used improperly by other persons than those to whom they were issued. The procedure has been to declare the old cards void in blocks of 5,000 or 10,000, and as presented at the delivery desk to ask the holders to re-register. In these cases the old blanks are immediately replaced by the new ones. After a reasonable time the unused cards at the Library with their accompanying application blanks are destroyed. And finally, with the remnant of the numerical register as a guide, the application blanks for the unpresented cards are also removed from the records. The new cards are issued for three years, when they will come up automatically for renewal or cancellation. It is planned to have the old work entirely cleaned up before renewal begins. In the new registration a guarantor is not required from adults of permanent residence.

In my Report for 1908 I said: "There is still room in the basement under the reference-room to erect enough shelving to hold all the documents in the back basement; the space thus vacated can be at once filled with another culling of the less used books from the departments of History, Biography and Travel on the main floor, and the remaining open-shelf stock spread out to occupy the room. I think that enough space can thus be secured to accommodate one year's growth; and then we shall come flat up against the absolute limit of shelf-room with the present amount of floor-space." Early in the spring this last remaining available floor-space in the whole library building was filled with 630 linear feet of wooden shelving, and the transfer of books above indicated was carried out. The new shelving was just sufficient to hold the miscellaneous government documents (outside of the Congressional set) which were assembled there; and the vacated shelving in the back basement was at once completely filled with books from the main floor. The basement therefore can no longer be looked to for relief. On the main floor practically all of the non-

fiction was relocated and the active classes were spread out to occupy all the space that could be assigned them. With the purchases of the past fall and winter this space has been gradually diminishing, and by next summer, when there are fewer books in circulation, will have entirely disappeared, except for scattered fragments of shelves. Unless a large amount of extra shelving is provided next summer the Library simply cannot continue to grow. And inability to grow spells the beginning of a decline in use.

Never before in the six years that I have been Librarian has the number of books added to the Library been so small, nor the number withdrawn from use so large. In 1905 we added 10,571 volumes, and an average of eight thousand in the three following years; in 1909 only 5,850 volumes. On the other hand the withdrawals which amounted to only 1,656 volumes in 1905, and fell off to 1,341 in 1906, ran up to 3,655 volumes in 1909. Our net increase of 8,915 volumes in 1905 has steadily dwindled with each succeeding year to the pitiful figure of 2,195 volumes in 1909, less than one quarter of what it was in the former year. In the face of this the number of active borrowers and the circulation of books have doubled. Here is a situation which demands immediate relief at the hands of your Board. Your Librarian cannot go beyond the funds allotted him in the purchase of books no matter how many borrowers may be clamoring for them, nor can he prevent the wear and tear of the circulation which he has built up.

In the closing paragraph of my Report a year ago I said: "My general conclusion therefore is that under the present limitations of floor-space, shelf capacity and book funds, the Library has practically reached the maximum of its activities." The results for the present year have abundantly verified this prognostication, as the following comparisons of books circulated in the two years easily show. The circulation of adult Fiction fell off 15,112 volumes, being apparently about evenly divided between the great bulk of fiction for free circulation and the relatively small stock of rental duplicates. This decrease first appeared in November 1908, and has persisted month by month ever since. It is evident that this amount of reading has not been diverted into other channels, so far as the Library is concerned. A considerable class of people are therefore either reading less fiction or are bestowing a larger patronage on the circulating libraries; which latter course is more likely, inasmuch as they can find there many "popular" current novels with which we do not think it worth while to encumber our rental shelves. In the circulation of adult non-fiction seven classes show a gain of 2,183 volumes, and

the other six a loss of 1,406; making a net gain of only 777. Literature with a circulation of 12,238 volumes again far leads all other classes, but the increase was only 141. The purchases were few, and the shelves are already full. The next classes are Useful Arts (6,993 volumes) and Fine Arts (6,470 volumes), with increases respectively of 742 and 751, which are more than three times as large as in any other class. These two classes got the lion's share of purchases this year. In 1905 the circulation in Useful Arts was 2,565 and in Fine Arts 2,391. There have been regular and rapid increases year after year. Similar increases would continue if the stock of books could be further increased. But the shelves are full. Biography shows a gain of 252 although nearly half the stock has been put downstairs. But regarding a term of years there has been less gain here than in any class. Philosophy (meaning thereby psychology and allied subjects) gained 212. This class has gained steadily in circulation from 1,304 in 1904 to 3,238 in 1909. Magazines fell off 662 volumes because we shut off the circulation of bound volumes except through the reference-room. History showed a loss of 355, and Travel of 293 volumes. The circulation in these classes fluctuates with school and study club use, growing but slowly over a term of years. The gains and losses in the other classes were trifling. This whole matter is presented in tabular form on page 15.

The circulation from the children's room amounted to 95,278 volumes, showing a gain of only 63 over last year. The utmost shelf capacity has been reached, and further gain is not to be expected. In the circulation from juvenile deposits there was a gain of 6,359, not because we sent out more books but because they were in use longer. The circulation from the deposit of books at the East Side Y. W. C. A. increased from 5,106 in 1908 to 8,748 in 1909, a gain of 3,642. The maximum deposit of adult books was increased from 200 in the former year to 435 in the latter. In October the deposit of juvenile books was increased from 75 to 258. The result is suggestive.

Under present limitations the Library will simply continue to mark time in the future, as it has during the year just past. There are numerous lines along which the Library would develop naturally and quickly if it had the chance. The Library is pot-bound. If the sittings in the public rooms were doubled they would be occupied at once. We should carry more periodicals, particularly trade papers. It is vitally essential that we create a technical reference library containing authoritative treatises on every industry represented in Toledo. The

adult non-fiction circulation could be largely increased in the active classes indicated earlier in this Report by increasing the stock of books. There is enough room on the main floor for all the books we need in active circulation, if those that are used only in or through the reference-room could be shelved elsewhere. The circulation from the children's room, large as it is, could be made larger. A reserve stock ought to be accumulated. The school work could be doubled in a single year if we had books enough to go around. The tremendous circulation from the small deposit of books at the East Side Y. W. C. A. could be duplicated at a score of points throughout the city. Suitable deposits of books ought to be placed in the larger industrial plants of the city. The internal affairs of the Library are now in such shape that I am ready to undertake any of these betterments whenever your Board can provide me adequate floor-space and book funds. But with all these things accomplished the Library can never fulfill its mission of carrying good reading to the people without branches. They are as necessary and inevitable as ward schools, and for the same reason.

By far the most important event of the year was the tentative offer of the Board of Education to provide a site for a branch library adjacent to each of the two new high schools, ground for which is to be broken this coming spring. Under date of December 18, 1905, Andrew Carnegie offered "to supply one hundred thousand dollars as needed for three or four branch library buildings, sites of course to be provided by the community." On June 21, 1909, Mr. R. A. Franks, President of the Home Trust Company of Hoboken, N. J., wrote me as follows: " Mr. Carnegie's offer to provide $100,000.00 for erection of three or four branch libraries at Toledo, on the conditions as already stated, is still in force." Such branches would serve the school pupils mornings and the general public afternoons and evenings, with one and the same stock of books. I am not aware that any such practical and effective co-operation between school and library as is here contemplated exists in any American city. Toledo will wait a long time before the combination of free sites and free buildings arises again. I therefore reccommend this matter to the careful consideration of your Board. And I hope that the citizens of the East Side in particular, if they really want a branch library and ever hope to get one, will speedily get together on this matter and make themselves heard in no uncertain voice.

Respectfully submitted,

WILLIS FULLER SEWALL
Librarian

THE YEAR IN DETAIL

Submitted to the Librarian by the Heads of Departments

STOCK OF BOOKS

The additions for the year amounted to 5,850 volumes, of which 5,604 were by direct purchase; 292 by gift from individuals; and 246 volumes of national and state documents, also by gift or deposit. 3,655 volumes were worn out and thrown away, leaving a net increase of 2,195. The Library contained 85,087 volumes at the close of the year. Of the 1,259 volumes of fiction added 659 were rental duplicates. Of the 2,053 children's books added, 750 were school duplicates. It will be noted in the table that the withdrawals of fiction exceeded the additions, and were nearly equal to the additions in the case of the children's books. The 903 volumes of documents withdrawn were old documents of other states than Ohio, which were returned to the respective state libraries. The operations of the year are presented in detail in the following table:

Books Added and Withdrawn by Classes

	In Library Dec. 31, 1908	Added	Withdrawn	In Library Dec. 31, 1909	Increase
General	217	28	...	245	28
Philosophy	958	89	15	1,032	74
Religion	2,645	137	8	2,774	129
Sociology	3,263	297	7	3,553	290
Language	352	20	5	367	15
Science	2,384	116	38	2,462	78
Useful Arts	3,421	445	32	3,834	413
Fine Arts	2,374	382	27	2,729	355
Literature	7,191	207	90	7,308	117
Travel	3,979	107	32	4,054	75
Biography	5,076	79	22	5,133	57
History	4,790	70	47	4,813	23
Magazines	6,151	315	4	6,462	311
Fiction	14,879	1,259	1,337	14,801	*78
Juveniles	16,455	2,053	1,788	16,720	265
Documents	8,757	246	203	8,800	43
Total	82,892	5,850	3,655	85,087	2,195

*Decrease.

EMMA CROWELL

CATALOGUING DEPARTMENT

The work of this department included the current accessions and the rebound non-fiction not already recatalogued. 2,590 titles of new books were handled, of which 2,380 were adult and 210 juvenile. 705 titles were recatalogued, of which 258 had duplicate copies. To do this work 8,253 printed cards were purchased from the Library of Congress, and 2,348 were written on the typewriter; making 10,601 altogether. The work was greatly facilitated by the purchase of a visible typewriter.

GEORGIA HOUSTON

REFERENCE DEPARTMENT

The reference-room has been the scene of greater activities this winter than ever before. With the advent of the University what few empty shelves we had were given over to the accommodation of their reading. These books were drawn largely from the general stock, and by being thus reserved subserved a greater use than if they had been allowed to go into circulation. Clubs also asked that books be reserved. The need of both a larger seating capacity and more shelving to meet all the requirements grows more and more insistent. The reference-room is the real heart of the library, where the student is assisted in his needs and shown a broader outlook on his studies.

During the greater part of the past year we carried on the work of the Reciprocity Bureau of the Ohio Federation of Women's Clubs, sending lists and year-books to various clubs throughout the state in response to their requests for aid in making out club programs for the year's work. There have also been numerous requests for books and material from outside the city, throughout the whole northwestern Ohio territory, to be used in the preparation of school debates and club papers. A service fee of twenty-five cents is charged for the use of such books outside of the building, in addition to a deposit covering the value of the books.

It is impossible to reduce the work of this department to statistics. If it were possible to keep an accurate record of consultations, the figures thus arrived at would be no measure of the real value and importance of the work done. A count is kept of the books gathered up from the tables of the reference-room itself (much reference work is necessarily done elsewhere), and the total of these figures for the year was 47,149.

CAROLINE I. WALES

REGISTRATION

The number of new cards issued at the registration desk during 1909 was 3,675; the number of cards cancelled 223; the net increase of new borrowers 3,452; the number of old borrowers re-registered (from June 1) 5,258. The total number of cards in force at the end of the year was 21,258.

The work of re-registration was begun in June 1909, when the present registrar took charge of the work, with new and up-to-date equipment, and a modern and business-like system. Since then the work has progressed rapidly and satisfactorily. A great number of borrowers' cards have been renewed, many have been thrown out as "void," and there has been a gratifying increase of new borrowers. The records are kept carefully and show at a glance the relative number of adult and juvenile borrowers, and also of male and female. As will be seen by the table below, the number of females is slightly in excess of the males; but to no such extent as might be expected from the charge that is often made concerning libraries and library work in general, that the women only make much use of public libraries. In this library, at any rate, the men hold a good proportion of the borrowers' cards. Among the children the boys take out more cards than the girls. This is accounted for by the fact that many of the children have to come long distances to reach the library, too far for the girls to come. While most of our borrowers come from the adjacent districts of the city, many come from the large foreign communities on the outskirts, and the distances that some come to reach the library are surprising. There would without doubt be many more of these foreign residents making use of the library if there were branches that were more accessible to them.

Many extra cards have been issued to teachers and students for special study use. Each teacher is allowed two cards in addition to his regular one, for study use. Many cards are issued also to non-resident students living in the adjacent towns and studying in the city, and to other non-residents on payment of a small fee. The number of people applying for special cards, including teachers and non-residents, was 295.

New borrowers from June 1 to Dec. 31

	Male	Female	Total
Adult	356	508	864
Juvenile	502	423	925
Total	858	931	1,789

Renewals from June 1 to Dec. 31

	Male	Female	Total
Adult	1,069	2,120	3,189
Juvenile	133	147	280
Total	1,202	2,267	3,469
Grand total	2,060	3,198	5,258

CIRCULATION

The total number of books in circulation for home reading was 400,046, a decrease of 5,872 from last year's total. The circulation by months is presented in the following table:

Circulation from the Library Building

	Adult	Juvenile	Total
January	23,085	10,039	33,124
February	22,763	10,588	33,351
March	24,328	11,201	35,529
April	20,509	8,700	29,209
May	18,115	7,256	25,371
June	17,083	6,500	23,583
July	17,078	6,434	23,513
August	15,846	5,756	21,602
September	14,977	5,071	20,048
October	19,493	7,093	26,586
November	20,208	8,802	29,010
December	18,044	7,837	25,881
Totals	231,529	95,278	326,807
Circulation from Deposits			
Totals	9,296	63,943	73,239
Circulation from Building and Deposits			
Grand Totals	240,825	159,221	400,046

The following table shows the number of books circulated from the library building in each class, the percentage, and the variation from the 1908 figures. The most conspicuous item in this table is the decrease of 15,112 in adult fiction. Useful arts and fine arts show healthy growths. The circulation of bound volumes of magazines was deliberately curtailed. There are minor gains and losses in the other classes. Adult non-fiction as a whole shows a gain of 777. The fiction percentage fell off from 55.2 to 53.1. The juvenile percentage went up from 28.0 to 29.2. The variations in the other classes are trifling.

Circulation from the Library Building by Classes

	Total	Per cent.	Increase over 1908
General	61	00.0	*23
Philosophy	3,238	01.0	212
Religion	2,649	00.8	*25
Sociology	4,542	01.4	69
Language	769	00.2	*48
Science	3,245	01.0	16
Useful Arts	6,993	02.1	742
Fine Arts	6,470	02.0	751
Literature	12,238	03.7	141
Travel	4,651	01.4	*293
Biography	3,831	01.2	252
History	4,284	01.3	*355
Magazines	5,161	01.6	*662
Fiction	173,397	53.1	*15,112
Juveniles	95,278	29.2	63
Total	326,807	100.0	*14,272

*Decrease.

ADULT LOAN DEPARTMENT

This department was open 300 days from 8:30 A. M. to 9:00 P. M. Besides the usual holidays it was closed at 10:00 A. M. Thursday, August 26, being coronation day of Wamba Week. It was also closed from noon of Tuesday September 28 until the following Saturday morning, at which time the furnaces were being rebuilt, and the weather turned cold. The total number of books loaned for home reading was 240,825, of which 231,529 were from the library building and 9,296 from deposits. In comparison with last year there was a decrease of 14,335 volumes in the circulation from the building, and a gain of 2,041 in the circulation from the deposits. The net loss is therefore 12,294. The statistics of circulation from the building may be found in the tables immediately preceding; the details of the circulation from the deposits follow:

Circulation from Deposits of Adult Books

	Maximum deposit	Circulation
Central High School	96	745
East Side High School	22	203
Engine House, No. 13	7	14
Normal Training School	3	20
Ohio Knitting Mills (Y. W. C. A.)	30	783
St. John's College	11	112
Smead School	76	278
Snowflake Laundry (Y. W. C. A.)	45	817
Toledo University	12	147
Ursuline Academy	28	81
Y. M. C. A. Boys' Club	71	283
Y. W. C. A., East Side Branch	435	5,613
Total	...	9,296

The particularly noteworthy item in this table is the circulation from the East Side Branch of the Y. W. C. A., which grew from 2,613 last year to 5,613 this present year. The deposit of books was increased from 200 to 435. The cost of the rental duplicates of current fiction was $724.78; of rental duplicates of current magazines $92.80; making a total outlay of $817.58. The income from both sources was $1,005.22, showing a surplus of $187.64. The number of adult books mended in the building decreased from 10,881 in 1908 to 7,524 in 1909. This is the direct result of buying replacements in special, or reinforced publishers' bindings, and of better rebinding at home. It was necessary to send out 1,236 overdue postal notices to forgetful or careless borrowers, and 81 to guarantors. These figures are only a trifle under last year. Eighty cases of extreme delinquency were handled by Officer McCloskey of the Central Police Station in a particularly effective manner. The daily circulation ranged from 531 on Thursday May 6 to 2,967 on Saturday February 20.

SARA F. KOUNTZ

CHILDREN'S DEPARTMENT

Work in the children's room, now, as always, has been not only to give the best books to the children but to make all our work as far reaching as possible for good. Each year has meant progress and through the school work, as done by our room, we are enabled to reach most of the children of Toledo. Our greatest need is branch libraries so that the children may have an attractive place to go, as well as good books to read. The whole standard and ideal of library work is to uplift, instruct and entertain in the highest way possible, and the branch library furnishes us with an opportunity to be a great force for good throughout the whole community.

Our needs have been many and are many; necessities, conveniences and more room. With no elevator books for the room have to be carried from the basement to second floor by hand; and as our school work is in the basement and the children's room on the second floor there is much space to cover in uniting the work.

We have had the interest and co-operation of the parents, principals and teachers in our school work as well as the work in the room, and now as always appreciate all the interest and help that has come to us. The loyalty and interest of my assistants has also helped to make the room a blessing to many; and we hope it will continue to be, as it has

been in the past, one of the many influences for good to the children of Toledo.

There has been a home use during the year of 159,221 children's books, 95,278 being from the children's room and 63,942 from deposits as detailed in the following table. The circulation from the children's room by months may be found above in the general table of circulation from the building. The room was open from 9:00 A. M. to 6:00 P. M. the same number of days as the adult loan department. The daily circulation varied from 101 on Thursday September 9 to 1,079 on Saturday February 6. It was necessary to send out 684 postals to delinquent borrowers, and 27 to guarantors. 15,967 books were mended in the building as against 25,995 last year. This is the direct result of buying replacements in special bindings, and of better rebinding at home. There was a circulation of 2,303 pictures which is not figured into our totals; and 47,416 books were used on the tables of the children's room.

There were two changes in the staff of the children's room during the year. Olive Pratt Young who had been first assistant since October 1903 was made registrar in May to fill the vacancy caused by the resignation of Miss Calvert earlier in the year. Anna R. Thompson who had been second assistant just four years, left us at the end of September to be married. These vacancies were filled respectively by Helen Bothwell and Helen Welker.

CORA H. BUNKER

Circulation from Deposits of Children's Books.

	January-June		October-December	
	Deposit	Circulation	Deposit	Circulation
Auburndale School	409	1,876	470	2,368
Birmingham School	15	Kindergarten	134	588
Broadway School	160	674	260	844
Chase School	135	387	110	450
Detroit School	164	960	...	...
East Side Central School	40	215	95	224
Franklin School	35	506	80	35
Glenwood School	430	2,172	604	3,032
Hoag School	125	739	125	789
Illinois School	12	Kindergarten	8	Kindergarten
Indiana School	327	2,628	186	998
Industrial Heights School	...		6	Kindergarten
Industrial Heights Settlement	47	100	40	40
Ironville School	...	...	140	643
Ironville Settlement	98	159	100	66
Janes and Franklin School	51	21	...	...
Junction School	190	1,170	194	916
Lutheran Trinity School	...		100	455
Monroe School	...		36	33
Mott School	95	217	100	850
Navarre School	304	2,011	306	1,576
Nebraska School	427	1,347	183	628
Newbury School	233	1,300	215	632
Newton School	307	640	300	704
North Toledo Settlement	50	126	...	...
Norwood School	89	676	78	296
Ontario School	103	713	127	996
Parkland School	...	...	109	654
Point Place School	...	...	60	62
Raymer School	379	2,368	370	1,994
Segur School	246	708	291	1,479
Sherman School	79	342	74	218
South School	182	861	...	...
Southeast School	256	1,596	342	1,710
Spring School	212	613	160	208
Stickney School	319	1,462	304	1,119
Waite School	373	3,137	412	2,453
Walbridge School	324	1,816	497	2,032
Y. M. C. A. Boys Club	36	176	...	...
Y. W. C. A., East Side Branch	75	1,334	258	1,801
Total	6,327	33,050	6,874	30,593

Maximum number of volumes on deposit 6,874

Grand total of circulation for the year 63,943

"Writing Down" to Children

Much mental energy is wasted every year in "preparing" for children's reading the famous books of the world's literature. The offense arises both from an underestimate of the child's power of appreciation, and a grave misconception of the real excellence of the masterpieces themselves. It is partly due also to the increasing prevalence of the itch for scribbling; for many who have nothing of their own worth saying, regard themselves as competent to "edit" another person's book.

Whatever the adapters may think, it is not well to put into "simple" language—words of one syllable—the great stories of the Bible, the plays of Shakespeare, the tales of the "Arabian Nights," "Don Quixote" or the "Odyssey." It is not the bare bones of those stories which have made them immortal; in some cases the actual framework is commonplace enough.

The magic lies precisely in the words which clothe them, in the poetic imagery and imaginative glow which ornament and illuminate them. There genius speaks; put in the bald and anxious language of the uninspired editor, the masterworks become dull and uninviting things. Ten to one, a child who begins with adaptations will be discouraged from ever opening the originals.

As a matter of fact, the literary taste of children—if it has not been tampered with—is often better than that of their parents, which may have been spoiled by years of slovenly writing and slipshod reading. They need not know the dictionary meaning of every word they see or hear. They follow the sense well enough, and respond with delightful readiness to the mysterious atmosphere and poetic glamour which the supreme artists have known how to throw around their work.

Because these are the things which make the great books great, and because early familiarity with the best in literature as in life is of inestimable value to the growing mind, the child ought not to be condemned to the "simplified" classics. If he is too young to show interest in the originals, wait till he is older. Do not spoil his appetite by feeding his mind with tabloid and tasteless stuff. Publishers and editors must live, no doubt, but some things ought not to be profaned.

Editorial, "The Youth's Companion," Jan 27, 1910.

The Library and the School Child

All educators agree that the school should aim, above all, to teach pupils to think for themselves and to use the tools and materials of thought with a certain degree of efficiency. It is well to give pupils facts, bits of information, but the great task is to train their minds.

No better means to that end can be devised than good reading under sound guidance. Hence the demand for closer connection between schools and libraries. Indeed, the case for school libraries, reading centers and intensive as well as extensive cultivation of the whole possible field of the public library is completely made out.

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There is no reason why settlements, neighborhood centers and park field houses should not have library books. Some settlements already enjoy the privilege of such co-operation with the public library, and more are worthy of it.

Improvements of the nature indicated cost money and labor. But the cost is a good civic investment. To inculcate the love of good reading is to lay the foundations of rational happiness and of intelligent, upright citizenship. Good books are a preventive of truancy, vice, waste of human capacity. We may plead for other forms of recreation for our youth, but while pleading and waiting we can place elevating, stimulating literature within its reach—and even see to it that the demand is in advance of the supply.

Editorial, "Chicago Record Herald," Dec. 14, 1909.

Books in Factories and Stores

Pursuant to a policy previously announced, the public library has established book-circulating stations at several schools as well as at one wholesale commercial establishment. It is reported that negotiations are in progress between the library and a number of important industrial corporations which are sure to result in the creation of a real system of branch libraries in connection with the great industries of the city.

The idea of co-operation between the school and the library is familiar enough, but there is something novel and inspiring in the idea of introducing the right books into the factories, the great stores, the warehouses. And yet nothing is more natural, nothing more likely to prove an unqualified success.

That the employees, young and old, of well-managed houses can

be taught to appreciate good reading—where they do not already do so, and are prevented from gratifying their taste by mere physical difficulty and expense—admits of no doubt. A good book of fiction, biography, history, travel, exploration is a joy and a solace. The pleasures of literature and the imagination are not the monopoly of the few, but the heritage of all. To bring books into factories is, therefore, to bring sunshine, warmth and beauty into thousands of humble homes. It is to foster idealism, interest in higher things, home life and good habits.

Enlightened employers will cheerfully pay the expenses of maintaining little library stations at their establishments, so long as the library is eager to supply the books. Some will doubtless extend the collections when the benefits of the innovation begin to manifest themselves.

Editorial, "Chicago Record Herald," Feb. 3, 1910.

The Paternal Librarian

The purveyors of literary waggery have been amusing their readers recently by tales of odd doings at the Boston Public Library. The New York Sun hints that Dr. Cook's works are to be honored by inclusion with famous works of imaginary travel at our Public Library; in other words, that the weary mother in search of a book "just as good" as "Alice in Wonderland" will be handed a work which in its new habitat will be called (by the attendant) "With Frederick to the Top of the Continent." The Sun thinks that this is the librarian's "polite way of declaring the explorer a faker." Others would think this was discovering a new way to make an old book sell, since "With Frederick to the Top of the Continent," as a wonder book, would surely be worn out before "Peary" needed rebinding.

In a somewhat more serious vein, however, it may be well to ponder over the vexed question which every trustee and librarian thinks of importance. How far is the official judgment to intrude itself upon the reader? When an author's volumes have gone out over the country like seeds before the wind, and he finds a misstatement in the text—an error which probably will be copied and referred to by scholars—he feels an impotence that sometimes makes him resolve never to write another book. To stop the endless reproduction of such an error, the reviewer calls attention to it. The librarian is then justified, we are disposed to claim, in affixing to the book some warning. The danger lies in over-annotation. A writer gets new evidence on a disputed point and puts

it in a new light. The reader finds this new light contrary to all printed authority—he rushes to the librarian, or probably he does nothing of the kind, but sits down and changes the new light back to error again by a marginal stroke of the pencil. Or the error may consist in one's use of English. One volume written by a popular Harvard professor has been entirely rewritten in manuscript between the lines of type by a student who did not approve the professor's literary style.

There are varying aspects of the pure food law as applied to books, with the librarian acting as inspector. He is sure of a voluntary corps of assistants, drawn from that large class of readers who turn down leaves as well as write on them, when they are not busy wetting their index fingers for the next victims. It really seems simple to say that "Robinson Crusoe" and the "Swiss Family Robinson" do not need to be placed in the imaginary section of a library. Readers need not be warned that "the Bong with a runcible nose," the Jabberwock, and the snark, are not in Wood's "Natural History."

But some works were written for vengeance, and when the "story comes out," it may not be unfair to place the facts within reach of the intending reader. This reader may be interested in Formosa but may not care to investigate the true history of Psalmanazar's travels into that enchanted land. The bibliographer might be grateful for a red light along the track when he approaches that Aladdin collector of unique books, Count Fourtsas of Belgium, who never kept a treasure after a second copy was found to exist. One might also be glad to know that when Prosper Merimee pretends to translate a volume of Spanish poems he writes them himself in French, adds a charming "appreciation" of Clara Guzla, the author whom he has created and on whom he has bestowed a name.

The paternal mind of the librarian would do all these things; he would save the reader from historical error, and from fiction masquerading as fact. But the librarian also has a conscience which urges him to tell the public what is moral, and what is interesting but profitless. Here he is on dangerous ground, because the public has come to place such reliance upon his knowledge that it will even go so far as to purchase a condemned book if it cannot be borrowed from another library.

We are not disposed to pass final judgment on Dr. Cook's works. At the Harvard Library, a certain volume written by an attractive young lady was declared to be improper, but on the day when it was to be led away to solitary confinement the press announced the author's engagement to a prominent Harvard graduate. That volume was quickly

discovered to have redeeming features. And so we may say that a wise librarian will keep doubtful books ticketed in his mind that he may give warning to his friends. But public judgment would better be delayed until the author and his relatives have passed away. A well known trustee once consigned an anonymous novel to the " Inferno." It proved to be a "great seller," and he soon discovered that the author was a kinsman of his. He also discovered that if one is to have an opinion on a popular book it should be confided as a secret to one's posthumous memoirs.

Editorial, " Boston Transcript," Jan. 17, 1910.

Libraries for the People

Speech of Hon. William Sulzer of New York in the House of Representatives, March 28, 1910

The House being in Committee of the Whole House on the state of the Union and having under consideration the bill (S. 4624) for the Takoma Park branch library, and for other purposes—

Mr. Sulzer said:

Mr. Chairman: This is a good bill in the interest of education, and, in my opinion, there should be no opposition to it. Let us see for a moment just what the bill does. Mr. Andrew Carnegie, a public-spirited and philanthropic citizen of our country—and I say all honor to him—is willing to give $30,000 to build a library in Takoma Park, one of the suburbs of the District of Columbia. The citizens living in that place are willing to donate the site, and all that the Congress is asked is to allow it to be done. Why should we refuse?

The bill appropriates no money at present out of the Treasury. All that we are asked to do is to accept this donation from Mr. Carnegie in the interest of education. The people of Takoma Park are donating the land, and all Congress will have to do in the future is to maintain the library. That is what the citizens in every city of this country are doing in regard to libraries donated by the generosity of Mr. Carnegie. The District of Columbia should certainly do the same.

The necessity for public libraries is everywhere acknowledged. They supplement the school system and are an integral factor in popular education. When it is considered that only a small percentage of the population continues in school after the compulsory period has been reached, it is easy to see what a free circulating library may do in helping

a man to continue his education by reading; to study along the lines of his trade or business; to improve his mind; and increase his earning capacity by a greater knowledge of matters of moment.

As an effective educational institution the public library of the District of Columbia is ranked among the very first in the country. During the last fiscal year it had a circulation of 600,000 volumes and an estimated attendance of 850,000. It serves well the people of the District. It can not, however, reach those who live long distances from the building. If a man needs a book, he can, of course, get on a car and travel back and forth for it. But the work which the central library does in helping school children with their class work, debates, and so forth; all the literature it puts at the disposal of mechanics, business men, government employees, and its wide variety of patrons is largely restricted to the population living in a radius of two miles from the library.

The people who live in Takoma Park are six miles from this central library. They can use the library, at best, with great difficulty. Their children are now practically without library service. These people are anxious for library privileges. They have taken active steps to obtain a branch library and have united in securing a very well-located and excellent site. When citizens actually take practical steps like this it indicates that they feel the need and are doing their best to have it supplied. We should help them. To do otherwise will be as short-sighted now as it will be contrary in the end to sound public policy.

Mr. Chairman, I am in favor of these public libraries. They do a great deal of good. Their establishment should be encouraged. They help the parents and the children. This library will help the boys and girls. It will aid the men and women who want to improve themselves by reading and studying along the various lines of their endeavors. I know of no agency in America save our public schools that is doing so much good for our citizenship; so much for the general weal; and so much for the perpetuity of our democratic institutions as the free libraries. Their facility for free education is the greatest blessing vouchsafed to America and the surest guaranty for the safety of our freedom. Instead of being criticised Andrew Carnegie should be commended for all that he has done and is doing for the free libraries of America.

We ought to favor whenever and wherever we can the building and the maintenance of these free libraries for all the people, where every boy and every girl and every man and every woman can go, get a book, and study. There is no way in which so much good can be accomplished, no way in which the people of the country can be benefited so much, no

way in which to induce a desire to study and a love for great books; and to maintain a proper respect for the sanctity of home and for law and order among the people as through the good books the people get and read from these free circulating libraries. I think their establishment by law is wise legislation; the money for their maintenance well expended; and all for the benefit of the masses, and destined beyond doubt to promote the general welfare. All honor and all praise to Andrew Carnegie; and all success and all prosperity to the free circulating libraries he is establishing in America. (Applause.)

Library Trustees Win—Denman Declares Sewall's Bill Legitimate

Attorney General Denman ruled Thursday that the expenses of W. F. Sewall, public librarian of Toledo, incurred by attendance at the conference of the American Library Association held at Bretton Woods, N. H., June 26 to July 3, 1909, are legal and may be paid from the city treasury. Amos McDonnall, former auditor of Toledo, refused to allow the bill on the ground that payment from public funds for such purposes is unauthorized by law, and he appealed to the state bureau of public accounting.

The attorney general holds that, inasmuch as the librarian was directed by the library trustees as a part of his official duty to attend the convention, the expense incurred was legitimate. The trustees, he says, have full power to decide as to what the duties of the librarian are. Attorney General Denman says:

"As I understand the situation, the Toledo public library is a municipal enterprise and is not conducted as a private corporation or association. As a municipal corporation it is supported by funds appropriated by the council. It may be that the appropriation was so made as to prohibit payment of the expenses in question, but if the trustees have use of the general fund appropriated by the council, it is proper that the vouchers should be paid."

"*Toledo Blade*," *Jan.* 7, 1910.

APPENDIX A

LIST OF DONORS

	Bound Vol.	Unbound Pam.
Adams, Charles Francis	1	...
Alexander, Rabbi	1	...
Alma Publishing Co	...	1
American Bar Association	1	...
American Peace Society	...	1
American School of Metaphysics	...	2
American Steel & Wire Co	1	...
American Swedenborg Printing and Pub. Society	6	...
Amherst College	...	1
Ann Arbor Public Library	...	1
Anti-Imperialist League	...	1
Antioch College	..	1
Association for International Conciliation	...	24
Association of Life Insurance Presidents	...	6
Atlantic Deeper Waterways Association	...	1
Austin, James, Jr	...	1
Bangor (Me.) Public Library	...	1
Barfield, Karl	1	...
Barker, Wharton	1	...
Beatty, John W.	...	1
Bennett, John E.	...	3
Boston Public Library	...	1
Bradford (Pa.) Carnegie Public Library	...	1
Brigham, Mrs. Nellie	One Year's Subscription to "Woman's National Daily"	
Brookline (Mass.) Public Library	...	6
Brooklyn Institute	...	14
Brooklyn Public Library	...	3
Brown University	...	2
Buchtel College	...	1
Buffalo Public Library	...	2
Bunker, Mrs. H. S.	2	...
Burns Club, Washington, D. C.	...	1
California State Library	...	1
California University	...	1
Cambria Steel Co.	1	...
Cambridge (Mass.) Public Library	...	1
Carnegie Hero Fund	1	..

	Bound	Unbound
Casson, Herbert N.	1	...
The Century Co.	1	...
Charities Publication Committee	1	...
Chicago Association of Commerce	1	...
Chicago Board of Trade	8	...
Chicago City Council	...	1
Chicago Public Library	...	1
Chicago School of Civics	...	1
Chicago University	...	1
Cincinnati Chamber of Commerce	1	...
Cincinnati Public Library	...	5
Cleveland Public Library	...	3
Collins Wireless Telephone Co	...	1
Columbus Board of Public Service	...	1
Conklin, Dr. W. J.	...	1
Connecticut State Geolog. & Nat. Hist. Soc.	...	1
Coolidge, Asenath C.	2	...
Coover, Bertha	...	1
Council Bluffs (Ia.) Public Library	...	1
The Cross Company	1	...
Davenport (Ia.) Public Library	...	1
Decatur (Ill.) Public Library	...	1
Depew, Chauncey M.	...	5
Des Moines, Iowa	...	1
Detroit Public Library	...	3
Deutsche Band (Berlin)	...	1
Dickerman, G. S.	2	16
District of Columbia Public Library	...	9
Dun, R. G. & Co	...	2
El Paso Herald	...	2
Engineering Record	...	1
Enoch Pratt Free Library, Baltimore, Md.	...	1
Erie (Pa.) Public Library	...	1
Evarts, W. J.	1	...
Farnsworth, Edward C.	1	...
Fidelity & Casualty Co	...	1
Field Columbian Museum, Chicago, Ill	...	10
Galbreath, C. B.	...	18
Galbreath, Ida K.	...	1
Gary (Ind.) Board of Trustees	...	1
Grand Rapids (Mich.) Public Library	...	12
Griswold, Stephen M.	1	...
Grosvenor Library, Buffalo, N. Y.	2	...
Hackley Public Library, Muskegon, Mich.	...	2
Hadden, Clarence B.	1	...
Harvard University	1	1
Hedlom, F.	1	...

	Bound	Unbound
Heidelberg University	...	1
Heiermann, Rev. F.	One year's subscription to "Truth" and the "Messenger"	
Helena (Mont.) Public Library	...	2
Hispanic Society of America	...	4
Home Candy Makers, Canton, O	...	1
Home Savings Bank Co., Toledo	1 Calendar	
Homestead (Pa.) Carnegie Library	...	1
Horstmann, W. H. Co., Philadelphia, Pa	1	...
Illinois University	...	2
Indian Rights Association	...	1
Indiana Public Library Commission	...	5
International Reform Bureau	1	...
International Waterways Commission	...	3
Jackson (Mich.) Public Library	...	1
Jermain, S. P.	2	1
Jersey City (N. J.) Public Library	...	6
John Crerar Library, Chicago, Ill	...	2
Kansas State Board of Agriculture	2	4
Lake Mohonk Conference	...	1
Lansing (Mich.) Public Library	...	1
Lichtenstein, Gaston	...	1
Locke, Robinson	206	...
Los Angeles (Cal.) Public Library	...	1
Louisville (Ky.) Public Library	...	7
Lowell (Mass.) Board of Trade	...	5
Lynn (Mass.) Public Library	...	1
McCormick Neurological College	...	1
Malden (Mass.) Public Library	...	1
Malloy, John R., Columbus, O	1	...
Marvin, Frederic R., Albany, N. Y	2	. .
Maryland University	1	...
Massachusetts Institute of Technology	...	3
Maumee Valley Pioneer & Hist. Asso	...	3
Means, James, Boston, Mass	...	3
Mechanics' Institute, San Francisco, Cal	...	1
Meek, Basil, Fremont, O	...	1
Merchants' Association of New York	...	5
Metal Industry Publishing Co	...	1
Metropolitan Life Insurance Co	1 Calendar	
Miami University	...	2
Michigan, University	...	1
Milwaukee Public Library	...	1
Minneapolis Public Library	...	5
Mississippi, Dept. of Archives and History	2	...
Mount Holyoke College	...	1
Nagel Electric Co., Toledo	...	3

	Bound	Unbound
National American Woman Suffrage Asso	...	1
National Association of Manufacturers	...	1
National Association of Railway Commissioners	1	...
National Association of Tanners	...	1
National Board of Fire Underwriters	1	2
National Bridge Co., Indianapolis, Ind	...	1
National Business League of America	...	1
National Cathedral School	...	1
National Fire Protection Association	6	26
National Rivers and Harbors Congress	1	...
Nebraska Public Library Commission	...	1
Newark (N. J.) Public Library	...	1
New Haven (Conn.) Public Library	...	1
New Orleans (La.) Public Library	...	2
New York Botanical Garden	...	1
New York City, Board of Education	2	...
New York City, North Side Board of Trade	...	1
New York Mercantile Library	...	1
New York Peace Society	...	1
New York Public Library	...	1
New York Society Library	...	1
New York State, Dept. of Agriculture	1	...
New York State, Educational Dept	...	2
New York State Library	...	3
Newton (Mass.) Public Library	...	1
Nitschke, Mr. D.	2	...
North Adams (Mass.)	...	1
Northwestern Mutual Life Insurance Co	1	...
Northwestern University	...	1
Oberlin College	...	2
Ohio Bulletin of Charities and Correction	...	1
Ohio Dairy and Food Commissioner	..	2
Ohio State Board of Health	1	...
Ohio State Commissioner of Common Schools	...	1
Ohio State Library	24	31
Ohio State University	...	23
Osaka (Japan) Public Library	...	1
Osthaus, Edmund	1	...
Ostrander, Henry C.	2	...
Pennsylvania Prison Society	...	1
Philadelphia Free Library	...	1
Philippine Journal of Science	...	1
Phillips Exeter Academy	...	4
Pickering, W. M., Rochester, N. Y	...	10
Pittsburgh, Carnegie Library	...	1
Playground Association of America	...	11
Pomeroy, George E	2	...

	Bound	Unbound
Pratt Institute Free Library, Brooklyn, N. Y.	...	5
Princeton University	1	1
Providence (R. I.) Public Library	...	1
Ranson, Mrs. Jessie	1	...
Reymershoffer's Sons, Galveston, Tex	1 Picture	
Roland, Chas. F., Winnipeg, Can	1 Calendar	
Rose, Wickliffe, Nashville, Tenn	1	...
Royal Society of Canada	1	...
St. John's College	...	2
St. Joseph (Mo.) Public Library	...	1
St. Louis Mercantile Library	...	1
St. Louis Municipal Comm. on Tuberculosis	...	1
St. Louis Public Library	...	10
St. Paul (Minn.) Public Library	...	1
Salem (Mass.) Public Library	...	1
Salt Lake Tribune Co	1	...
San Francisco Citizens' Health Committee	..	2
Sanger, Wm.	...	102
Schaefer, Mrs. P. H	4	...
Schirmer, Carl E.	1	13
Scranton (Pa.) Public Library	...	1
Scribner, Chas., Sons	200	Book-marks
Seattle (Wash.) Public Library	...	2
Second Church of Christ, Scientist, Toledo	9	...
Sherwood, Hon. I. R	7	3
Silvin, Edward, Santa Barbara, Cal	...	1
Slocum, Charles E., Defiance, O	35	...
Smithsonian Institution	2	2
Snow, Jane Elliott, Cleveland, O	1	...
Sons of the Revolution, Ohio Society	...	1
Southern Pacific R. R. Co	1	...
Springfield (Mass.) City Library	...	4
Squire, Cooley Co., Toledo	2	...
Standard Sanitary Mfg Co., Pittsburgh, Pa	...	4
Still College of Osteopathy	...	1
Stimson, John W., Redding Center, Conn	...	1
Syracuse (N. Y.) Public Library	...	1
Tacoma (Wash.) Public Library	...	1
Sturgis, R. C., Boston, Mass	...	1
Taylor, E. R., Penn Yan, N. Y.	...	8
Texas Publishing Co	...	1
Texas University	...	1
Thompson, Slason	...	1
Toledo Chamber of Commerce	...	4
Toledo Museum of Art	...	1
Toronto Public Library	...	1
Towle Manufacturing Co.	1	...

	Bound	Unbound
Troy (N. Y.) Public Libary	...	1
Truesdell, W. A., Minneapolis, Minn	...	1
Union Labor Advocate	...	1
U. S. Brewers' Association	2	1
U. S. Circuit Court, Dist. of Missouri	3	...
U. S. Library of Congress	3	...
U. S. Supt. of Documents	244	759
University Press, Cambridge, Mass	...	1
Utica (N. Y.) Public Library	...	1
Warder Public Library, Springfield, O	...	1
Washington Co. Free Library, Hagerstown, Md	...	1
Waterproofing & Fireproofing Co	...	2
West End Tourist Club, Toledo	1	...
Wiley, John & Sons	50 Book-lists	
Williams, David Co	1	...
Wilmington Institute Free Library	...	2
Wisconsin Arbor & Bird Day Annual	...	1
Worcester (Mass.) Public Library	...	1
Wright, Mrs. Josephine	2	...
Totals	629	1,367

APPENDIX B

LIST OF IMPORTANT ADDITIONS

Accountants' library. London, Gee & co., 1901-1909. 45 v.

Allen, James Titus
Digest of United States patents of air, caloric, gas, and oil engines, 1789-1905....Washington, D. C., Columbia planograph co., 1906.

American federation of labor
Proceedings....1881-1908. Bloomington, Ill. Pantagraph printing and stationery co., 1905-'08. 9 v.

American society of municipal improvements
Proceedings...Milwaukee (?) The Society, 1895, 1897-1901, 1903-'08.

Amundsen, Roald
Roald Amundsen's "The North West passage"; being the record of a voyage of exploration of the ship "Gjöa" 1903-1907....London, A. Constable & co., 1908.

Architectural record. 16 v. (Completing the set.)

Ayer, firm, newspaper advertising agents, Philadelphia
American newspaper annual....Philadelphia, N. W. Ayer & son, 1909.

Baedeker, Karl, firm
Guide books....Leipzig, K. Baedeker. 20 v.

Bureau of municipal research, New York
Publications....1906-1909.

Cram's standard American railway system atlas of the world. Showing all the railway systems in colors....N. Y., Chicago, G. F. Cram, 1905.

Curtis, Natalie, ed.
The Indians' book; an offering by the American Indians of Indian lore, musical and narrative, to form a record of the songs and legends of their race....N. Y. and London, Harper & bros., 1907.

Dicksee, Lawrence Robert
Advanced accounting....London, Gee & co., 1903.

Dyer, Frederick Henry
A compendium of the war of the rebellion. Des Moines, Dyer, 1908.

Ferrero, Guglielmo
The greatness and decline of Rome....N. Y., G. P. Putnam's sons, 1907-'09. 5 v.

International congress of religious liberals
Proceedings, 1901-1907 v. 1-4.

Life. 20 v. (Completing set, except v. 1.)

Lincoln, Abraham
Abraham Lincoln; complete works, comprising his speeches, letters, state papers, and miscellaneous writings....N. Y., Century co., 1902. 2 v.

Men and women of America: a biographical dictionary of contemporaries. N. Y., L. R. Hamersly & co., 1910.

Millar, William
Plastering, plain and decorative. A practical treatise on the art and craft of plastering and modelling....London, B. T. Batsford, 1897.

The Mineral industry: its statistics, technology and trade....during 1908....N. Y., Engineering & mining journal, 1909. v 17.

Modern carpenter, joiner, and cabinet-maker. Prepared under the editorship of G. Lister Sutcliffe.....London, Gresham pub. co., 1903. 8 v.

The Nation. v. 14-29. 1872-1879.

The National association of cement users
Proceedings....Milwaukee? The Association, 1905-1909. 5 v.

National society for the promotion of industrial education
Bulletins 1-9. 1907-1909.

New England historic genealogical society
Memorial biographies of the New England historic genealogical society....Boston, The Society, 1880-1908. 9 v.

The New international year book; a compendium of the world's progress....N. Y., Dodd, Mead & co., 1908.

Schmidt, Alexander
Shakespeare-lexicon; a complete dictionary of all the English words, phrases and constructions in the works of the poet..... Berlin, G. Reimer, 1902. 2 v.

Schriever, James Boniface
Complete self-instructing library of practical photography.... Scranton, American school of art and photography, 1908-1909. 8 v.

Society of engineers
Transactions....1861-1901. London, E. F. & F. N. Spon.

Sparrow, Walter Shaw, ed.
The Apostles in art....London, Hodder & Stoughton, 1906.

Sparrow, Walter Shaw, ed.
The gospels in art; the life of Christ by great painters...London, Hodder & Stoughton, 1904.

Sparrow, Walter Shaw, ed.
Women painters of the world, from the time of Caterina Vigri, 1413-1463, to Rosa Bonheur and the present day....N. Y., F. A. Stokes co., 1905.

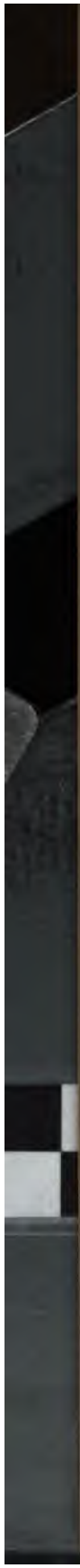
APPENDIX C

LIST OF WANTS

American Architect, v. 1-2.
American Institute of Mining Engineers. Transactions, v. 22-date.
American Machinist, v. 1-26.
American Society of Civil Engineers. Transactions, v. 1-12.
American Society of Municipal Improvements. Proceedings, v. 3; 9.
Biblical World, v. 2, nos. 1, 4, 5 & 6.
Bibliotheca Sacra, v. 28-48; 57-60.
Bird-Lore, v. 1-7.
Blackwood's Magazine, v. 1-54; 74-76.
Brickbuilder, v. 1-13.
Brush and Pencil, v. 1-4.
Buffalo Historical Society. Publications, v. 2.
Carpentry and Building, v. 11-25.
Cassier's Magazine, v. 1-5; 30-31.
Catholic World, v. 1-16; 19-70; 72; 74; 76; 85-89.
Charities, v. 1-11.
Chautauquan, v. 1-2.
Connecticut Magazine, quarterly, v. 1, no. 1.
Contemporary Review, v. 1-18.
Current Literature, v. 1-2.
Edinburgh Review, v. 129-162.
Electrical World, v. 1-32.
Electrician, v. 1-16.
Elementary School Teacher, v. 2, nos. 1 and 2; v. 4, no. 8.
Engineers' Society of Western Pennsylvania, Proceedings, v. 2-4; 11-20.
Forest and Stream, v. 1-29.
Fortnightly Review, v. 1-44.
Forum, v. 8.
Good Housekeeping, v. 1-3; 8-18; 29-37.
Harper's Weekly, v. 29-33 (1885-1889).
Harvard Graduates' Magazine, v. 7-date.
House Beautiful, v. 1-6.
Illuminating Engineer, v. 1, nos. 1, 4, 5; v. 2, no. 10.
Inland Printer, v. 1-4; 9-32.
Iron Age, v. 71-72.
Index (Toledo), v. 4-
Journal of Geography, v. 1, no. 1; v. 3, nos. 7, 8 and 10.

Journal of School Geography, v. 1, no. 2.
Keramic Studio, v. 1-5.
Life, v. 1.
Literary Digest, v. 1-27.
Locke's National Monthly (Toledo), v. 2-
Machinery (Engineering edition). All to end of 1907.
Manual Training Magaine, v. 1, no. 3.
Metal Industry, v. 1; 3.
Military Order of the Loyal Legion of the U. S. New York Commandery. Personal recollections of the war of the rebellion. Series 1.
Mineral Industry, v. 1-8; 12-13.
Missionary Review of the World, v. 1-9; 10, nos. 1, 2, 7.
Municipal Affairs, v. 1, no. 3.
Musician, v. 1-9.
Nation, v. 1-13.
National Board of Trade Proceedings, 1870-'72; 1874-'78; 1880-'84; '91; '99.
National Conference of Charities and Correction. Proceedings, 1875-'78; 1881; 1885.
National Conference of Mothers. Proceedings, v. 4-8.
National Educational Association. Proceedings, 1871-'72; 1882-'83; 1885.
National Geographic Magazine, v. 1-9.
National Prison Association. Proceedings, 1899.
New England Historical and Genealogical Register, v. 12-19.
New York Genealogical and Biographical Record, v. 10-37.
Nineteenth Century, v. 9-18.
Outing, v. 1-3; 7; 9.
Overland Monthly, v. 4-10; 45.
Photo-Era, v. 10-21.
Poet-Lore, v. 1-7.
Power, v. 1-27.
Quarterly Journal of Economics, v 1-17.
Railway and Locomotive Engineering, v. 1-20.
Railroad Age Gazette, v. 1-45.
Review of Reviews (American edition), v. 1-4.
Rudder, v. 1-7.
Scientific American, v. 51.
Scientific American Supplement, v. 18; 27; 47.
Theosophical Quarterly, v. 1.
Toledo Public Library, Reports, 1874-'75.
Unitarian Review, v. 1-30.
Van Nostrand's Engineering Magazine, v. 12-29.





"The value of books has always, I believe, been overestimated, just as the value of the right reading of books has always been underestimated."

W. D. JOHNSTON
Librarian of Columbia University

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A

UNIV. OF WISCONSIN
JUL 5 1912

TOLEDO
PUBLIC
LIBRARY

REPORT

1910
AND
1911

36-37



"The best reading, for the greatest number,
at the least cost."

TOLEDO PUBLIC LIBRARY

(Institutional Member of the American Library Association)

THIRTY-SIXTH AND THIRTY-SEVENTH ANNUAL REPORTS OF THE LIBRARIAN

1910
AND
1911

TOLEDO, OHIO
THE PUBLIC LIBRARY
1912

The Blade Printing and Paper Co., Toledo, O.

BOARD OF TRUSTEES

NOAH H. SWAYNE (Term expires second Monday January, 1912)

MARK WINCHESTER (Term expires second Monday January, 1912)

FRANK M. HELLER (Term expires second Monday January, 1912)

BLACQUE WILSON (Term expires second Monday January, 1914)

CLEMENT D. CARPENTER
(Term expires second Monday January, 1914)

MRS. PAULINE STEINEM
(Term expires second Monday January, 1914)

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NOAH H. SWAYNE President

MRS. PAULINE STEINEM Vice-President

CORNELL SCHREIBER Secretary

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BUILDING — WILSON, HELLER, SWAYNE

CIRCULATION — MRS. STEINEM, CARPENTER, WILSON

FINANCE — WILSON, SWAYNE, HELLER

LAWS AND REGULATIONS — WINCHESTER, CARPENTER, SWAYNE

READING-ROOM — CARPENTER, MRS. STEINEM, WINCHESTER

The first named of each committee is chairman thereof.

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MARGUERITE AINSWORTH *Order Clerk*
EMMA CROWELL *Accession Clerk*
GEORGIA HUSTON *Cataloguer*
MYRTLE L. LYON *Book Mender*

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LUELLA GILSON
DAISY TERRY
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HELEN BOTHWELL
HELEN WELKER
PIERRE MCBRIDE

CARE OF BUILDING

LOUIS FOX, *Janitor*

MARY GLASS
JENNIE THOMAS

SUBSTITUTES

ELIZABETH GRAFF
FRANCES JONES

REPORT OF THE LIBRARIAN
FOR THE YEAR 1910

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

The year 1910 was so uneventful that no separate report was issued. A summary of the year's operations is presented herewith in order that the statistical record may be complete and continuous.

The number of books added was 6,623; of which 5,956 were purchased, 208 were given by individuals, and 459 were federal documents. The more notable gifts from individuals were: 11 vols. of magazines for the blind from Mr. John E. Bennett; 6 vols. of photographic magazines from Mr. M. W. Chapin; History of Fuller's Ohio Brigade from Rathbun Fuller, Esq.; Century Cyclopaedia of Names from Miss Eliza M. Kent; the Moffat Geneology from R. Burnham Moffat; 11 miscellaneous volumes from Mrs. E. W. Newton; 2 vols. National Society Sons of the American Revolution from Mr. George E. Pomeroy ;16 miscellaneous books from Mrs. Jerome Raymond; 12 French novels from Prof. J. Reinhard; 2 vols. of Science from Mr. M. J. Riggs; 2 vols. of the N. Y. Historical Society Publications; The Complete English Traveller, London, 1771, in 1 quarto vol.; The History of England by Rapin de Thoyras, translated into English by N. Tindal, London, 1743, in 5 quarto vols.; making 8 volumes in all from Dr. Charles E. Slocum; 3 vols. from the Theosophical Society; 132 vols. of current books from the Toledo Blade; and Windsor's Memorial History of Boston in 4 vols. from the Toledo Colony of the National Society of New England Women. Four thousand five hundred and eighty-eight volumes were discarded, leaving a net increase of 2,035. The Library contained 87,122 volumes at the close of the year. The registration of new borrowers amounted to 3,179. A total of 21,299 names were registered at the end of the year. The total circulation of books for home reading was 375,874, of which 301,346 was from the library building and 74,528 from deposits in the public schools. As compared with 1909 the circulation from the building showed a decrease of 25,461 distributed as follows: Adult fiction, 17,942; adult non-fiction, 3,169; children's books, 4,350. There was an increase of 1,289 in the circulation from deposits.

Books Added and Withdrawn by Classes — 1910

	In Library Dec. 31, 1909	Added	Withdrawn	Increase	In Library Dec. 31, 1910
General	245	32	...	32	277
Philosophy ...	1,032	47	23	24	1,056
Religion	2,774	66	49	17	2,791
Sociology	3,553	242	41	201	3,754
Language	367	12	3	9	376
Science	2,462	82	57	25	2,487
Useful Arts...	3,834	413	172	241	4,075
Fine Arts.....	2,729	157	101	56	2,785
Literature	7,308	277	247	30	7,338
Travel	4,054	130	107	23	4,077
Biography	5,133	256	96	160	5,293
History	4,813	205	95	110	4,923
Magazines	6,462	320	75	245	6,707
Fiction	14,801	1,358	1,219	139	14,940
Juveniles	16,720	2,567	2,208	359	17,079
Documents ...	8,800	459	95	364	9,164
	85,087	6,623	4,588	2,035	87,122

Referring to the fiction and juveniles added in the above table, it is to be noted that 827 of the former were rented duplicates; and 1,052 of the latter were school duplicates.

New Registration — 1910

	Male	Female	Total
Adult	743	1,007	1,750
Juvenile	815	614	1,429
Total	1,558	1,621	3,179

Re-Registration — 1910

	Male	Female	Total
Adult	837	1,432	2,269
Juvenile	230	220	450
Total	1,067	1,652	2,719

Total Cards Issued — 1910

	Male	Female	Total
Adult	1,580	2,439	4,019
Juvenile	1,045	834	1,879
Grand Total	2,625	3,273	5,898

One hundred and thirty-eight active cards were cancelled by reason of removal from the city, death, etc. The work of re-registration begun in June, 1909, was carried forward continuously with little inconvenience to the public. At the close of the year 11,365 names were in the new register and 9,934 remained in the old; making a total of 21,299 names in all.

Circulation from Library Building by Months — 1910

	Adult	Juvenile	Total
January	20,729	8,072	28,801
February	21,428	9,943	31,371
March	20,534	9,498	30,032
April	18,215	8,037	26,252
May	16,463	7,042	23,505
June	14,488	5,576	20,064
July	14,484	5,361	19,845
August	15,617	6,463	22,080
September	15,980	5,787	21,767
October	17,560	7,877	25,437
November	18,076	9,006	27,082
December	16,844	8,266	25,110
Total	210,418	90,928	301,346
Circulation from Deposits			
Total	2,697	71,831	74,528
Circulation from Building and Deposits			
Grand Total	213,115	162,759	375,874

The East Side branch of the Y. W. C. A. was abandoned on October 1st, and the library books and furniture deposited there were brought back to the main building. There were five hundred adult books and three hundred children's books which had sustained a circulation respectively of 2,697 and 2,128 volumes, or 4,825 in all. This deposit of books in the Y. W. C. A. rooms was begun in 1907, and had been successful from the start. The Library shared in the rent of the room, and provided an attendant to take charge of the circulation of books on certain afternoons and evenings. At other times the books were locked up. This arrangement was inexpensive to the Library, and mutually advantageous to both parties interested.

Numerous other deposits were made during the year, each of which was actively used in its own way, but no attempt was made to keep any record of circulation. These deposits were as follows: Beatrice Vaughn for "Our Club," 54 volumes; Toledo University, 52; Smead Seminary, 46; Ursuline Academy, 42; Central High School, 29; twenty volumes each in the Hettrick Awning Factory, the Ohio Knitting Mills and the Perfection Shirt Waist Factory; St. John's College, 11; East Side High, 8; Normal Training School, 7. There was also a recorded circulation of 2,677 pictures from the children's room which is not figured into the totals.

Circulation from Library Building by Classes — 1910

	General	Per cent.	Decrease from 1909
General	74	00.0	*13
Philosophy	2,605	00.9	633
Religion	2,444	00.8	205
Sociology	4,383	01.5	159
Language	727	00.2	42
Science	3,299	01.0	*54
Useful Arts	7,423	02.5	*430
Fine Arts	6,019	02.0	451
Literature	11,425	03.8	813
Travel	4,106	01.4	545
Biography	3,440	01.1	391
History	4,361	01.5	*77
Magazines	4,657	01.6	504
Fiction	155,455	51.5	17,942
Juvenile	90,928	30.2	4,350
Total	301,346	100.0	25,461

*Increase

The circulation from the Library shows a general falling off. The decrease in adult fiction first showed itself in 1909, and is even more pronounced this year. The circulation of rental duplicates of current fiction was 16,760, as against 16,857 in 1909, showing that the decrease in fiction circulation was confined entirely to the older novels which are and always have been for free circulation. The circulation of rental duplicates of current magazines amounted to 2,339 showing a decrease of 50 from 1909. In 1909 six of the thirteen adult non-fiction classes showed decreases for the first time, although the group as a whole showed an increase of 777. This year the decrease crept into nine of these non-fiction classes, and the group as a whole fell off 3,169 volumes in circulation. The circulation from the children's room has been above ninety-five thousand for three years in succession.

Circulation from Deposits of Children's Books — 1910

	January-June		September-December	
	Deposit	Circulation	Deposit	Circulation
Auburndale School	481	2,728	512	1,921
Birmingham School	134	620	91	480
Broadway School	258	789	206	916
Chase School	110	486	115	498
Cherry School	92	607	184	453
East Church of Christ	60	147	...	...
East Side Central School	104	325	190	876
Franklin School	93	485	69	480
Glenwood School	596	3,067	623	3,137
Hoag School	173	1,121	251	392
Illinois Kindergarten	8	...	136	62
Indiana School	237	1,148	327	2,393
Industrial Hgts. Kindergarten	6	...	10	...
Industrial Heights Settlement	50	126	...	...
Ironville School	155	642	300	163
Ironville Settlement	100	194	...	...
Junction School	221	1,129	205	1,020
Lutheran Trinity School	100	506	...	...
Monroe School	36	...	...	...
Mott School	100	420	117	966
Navarre School	306	1,745	293	2,183
Nebraska School	225	1,031	389	2,320
Newberry School	228	550	249	1,394
Newton School	306	477	300	615
Norwood School	71	432	137	680
Oakdale Kindergarten	...	...	10	...
Ontario School	120	1,975	157	1,073
Parkland School	109	570	76	766
Point Place School	60	59	...	...
Raymer School	383	1,910	369	1,928
Segur School	297	767	265	1,324
Sherman School	72	218	97	451
Smead School	24	80	...	...
Southeast School	483	2,144	310	1,246
Spring School	160	538	255	695
Stickney School	364	2,297	257	1,323
Waite School	496	3,316	473	2,128
Walbridge School	498	2,920	444	2,252
Y. W. C. A., East Side Branch	294	2,128	...	...
Total	7,610	37,696	7,417	34,135

Maximum number of volumes on deposit 7,610

Grand total of circulation for the year 71,831

Miss Cora H. Bunker, children's librarian, was granted a leave of absence for June, July and August, to organize the John Jermain Memorial Library at Sag Harbor, Long Island, a benefaction of Mrs. Russell Sage. On her return Mrs. Olive Pratt Young, who had been an assistant in the children's room from October, 1903, and registrar from May, 1909, to the date of her resignation, went to Sag Harbor as librarian, and is still there.

Your librarian attended the meetings of the American Library Association at Mackinac Island in July, and of the State Library Association at Columbus, Ohio in October.

Respectfully submitted.

WILLIS FULLER SEWALL,
Librarian.

REPORT OF THE LIBRARIAN
FOR THE YEAR 1911

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

The event of the year of prime importance was the complete refinishing of the interior walls and woodwork. It had been a dozen years since the walls and ceilings has been cleaned and re-painted, and nothing had ever been done to the woodwork since the erection of the building. The reading-room, reference room and children's room were closed in turn for a few days while this work was in progress. The circulation of adult books was not interfered with. A heavy noiseless linoleum was laid in the reading-room.

The number of books added was 7,552; of which 7,176 were by purchase, 79 by gift from individuals, 297 by binding of current periodicals, and 215 were federal and state documents. Four thousand nine hundred and ninety-two volumes were discarded, leaving a net increase of 2,560. The Library contained 89,682 volumes at the end of the year.

The more noteworthy gifts from individuals are enumerated herewith: 10 vols. of the Century Magazine from Mrs. J. V. Brough; Life of Jay Cooke in 2 vols. from Mr. J. Horace Harding; Genealogy of the Monnette family from Mr. Orra E. Monnette; 6 miscellaneous volumes from Mr. George E. Pomeroy; Science for 1910 from Mr. M. J. Riggs; 8 vols. of Scientific American from Mrs. C. H. Shields; 54 vols. of current publications from the Toledo Blade; 23 numbers of the Harvard Graduates Magazine from Mr. H. W. Wiggin; and the Life and Speeches of Thomas Williams in 2 vols. from his daughters.

On January 1, 1904, the Library contained 51,107 volumes. During the last eight years to date 61,485 volumes have been added and 22,910 discarded, leaving a net increase of 38,575 volumes. Every available foot of floor space has now been used for book-cases, and the shelves in all the non-fiction classes are much over-crowded. By reason of this lack of shelf-room, purchases of adult non-fiction were limited

practically to requested books during the latter part of the year. This situation will of necessity continue next year, and every year, until more shelving is provided.

The number of new borrowers registered during the year was 5,018. The total number of cards in force at the close of the year was 21,730. The number of books loaned for home reading was 385,719, of which 309,495 were from the library building and 76,224 from the deposits in the public schools.

Books Added and Withdrawn by Classes — 1911

	In Library Dec. 31, 1910	Added	Withdrawn	Increase	In Library Dec. 31, 1911
General	277	56	...	56	333
Philosophy	1,056	39	11	28	1,084
Religion	2,791	63	11	52	2,843
Sociology	3,754	148	28	120	3,874
Language	376	6	1	5	381
Science	2,487	68	13	55	2,542
Useful Arts	4,075	281	16	265	4,340
Fine Arts	2,785	217	16	201	2,986
Music Rolls	...	184	...	184	184
Literature	7,338	266	128	138	7,476
Travel	4,077	164	61	103	4,180
Biography	5,293	106	27	79	5,372
History	4,923	52	23	29	4,952
Magazines	6,707	366	6	360	7,067
Fiction	14,940	1,201	1,850	*649	14,291
Juveniles	17,079	4,120	2,147	1,973	19,052
Documents	9,164	215	654	*470	8,694
Total	87,122	7,552	4,992	2,560	89,682

*Decrease.

Of the 1,201 volumes of fiction added as per above table, 707 were current novels purchased for the rental department; 2,194 of the juveniles were school duplicates. The large number of documents withdrawn were old and to us useless federal documents, which were returned to the Superintendent of Documents at Washington.

New Registration — 1911

	Male	Female	Total
Adult	1,089	1,362	2,451
Juvenile	1,332	1,235	2,567
Total	2,421	2,597	5,018

Re-Registration — 1911

	Male	Female	Total
Adult	281	431	712
Juvenile	107	93	200
Total	388	524	912

Total Cards Isused — 1911

	Male	Female	Total
Adult	1,370	1,793	3,163
Juvenile	1,439	1,328	2,767
Grand Total	2,809	3,121	5,930

One hundred and twenty active cards were cancelled during the year for various reasons other than limitation of time. One hundred and twenty-eight teachers and non-resident cards were issued.

The work of re-registration has now been in progress for two years and a half. At the close of the year 4,434 names remained in the old register; and 17,296 names were in the new register, making 21,730 in all. The new registration is almost exactly two-thirds adult and one-third juvenile. It is not expected that the completion of the re-registration will change this ratio. In the case of the adult card-holders 40 per cent. are male and 60 per cent. female; while 53 per cent. of the children are boys and 47 per cent. girls.

Circulation from Library Building by Months — 1911

	Adult	Juvenile	Total
January	20,201	9,075	29,276
February	20,314	10,590	30,904
March	21,511	14,474	35,985
April	16,549	12,776	29,325
May	13,398	10,347	23,745
June	13,463	8,036	21,499
July	14,050	6,790	20,840
August	14,778	7,154	21,932
September	14,687	6,250	20,937
October	16,146	7,747	23,893
November	16,644	9,402	26,046
December	15,991	9,122	25,113
Total	197,732	111,763	309,495

Circulation from Deposits

Total	...	76,224	76,224

Circulation from Building and Deposits

Grand Total	197,732	187,987	385,719

During the year deposits of adult books were made in seven places, as follows: Central High School, 30 vols.; East Side High School, 30 vols.; Ursuline Academy, 15 vols.; Hettrick Awning Factory, 20 vols.; Ohio Knitting Mills, 20 vols.; "Our Club," 50 vols.; Perfection Shirt Waist Factory, 20 vols. In the last five places the deposits were continuous, being changed from time to time in whole or in part. While the deposits in the schools sustained some over-night circulation the use of the books was to all intents and purposes a reference use. In the case of the factory deposits, while the books themselves are carefully safeguarded against loss, we have been unable to secure accurate reports of circulation from the changing care-takers. It has therefore seemed best to disregard any record of circulation from these deposits, merely satisfying ourselves that the books are well taken care of and are profitably used.

Circulation from Library Building by Classes — 1911

	Total	Per cent.	Decrease from 1910
General	52	00.0	22
Philosophy	2,392	00.8	213
Religion	2,856	00.9	*412
Sociology	3,905	01.3	478
Language	474	00.1	253
Science	3,056	01.0	243
Useful Arts	6,575	02.1	848
Fine Arts	5,801	01.9	218
Literature	10,092	03.3	1,333
Travel	4,438	01.4	*332
Biography	3,387	01.1	53
History	3,960	01.3	401
Magazines	3,678	01.2	979
Fiction	147,066	47.5	8,389
Juvenile	111,763	36.1	*20,835
Total	309,495	100.0	*8,149

*Increase.

The circulation of adult fiction showed a further decrease of 8,389, and adult non-fiction of 4,297. The circulation from the children's room mounted to the surprising total of 111,763, being 20,835 in excess of the year 1910, and more than fifteen thousand greater than any preceding year. This total does not include 3,225 pictures loaned to the schools. The circulation of music rolls was begun too late in the year

to appear in this report. The circulation of juvenile books deposited in the public schools showed a gain of 1,696 over 1910, and of 12,281 over 1909.

Circulation from Deposits — 1911

	January-June		September-December	
	Deposit	Circulation	Deposit	Circulation
Auburndale School	501	1,826	241	1,312
Birmingham School	91	789	...	...
Broadway School	206	828	271	1,123
Chase School	115	568	113	508
Cherry School	196	1,020	224	700
Detroit School	...	...	74	444
East Side Central School	200	710	54	280
Franklin School	36	343	164	649
Glenwood School	630	3,099	497	953
Hoag School	251	1,238	193	879
Illinois School	136	220	...	...
Indiana School	317	1,917	354	2,113
Industrial Hgts. Kindergarten	10	...	...	...
Ironville School	300	1,026	308	1,112
Junction School	205	1,095	222	1,006
Mott School	107	560	107	516
Navarre School	300	1,783	328	1,918
Nebraska School	390	1,640	416	2,294
Newbury School	280	960	272	1,058
Newsboys' Building	...	...	202	106
Newton School	300	898	320	1,015
Norwood School	133	894	156	787
Oakdale Kindergarten	10	...	50	514
Ontario School	157	2,019	155	1,141
Parkland School	59	890	42	482
Raymer School	410	2,406	461	3,213
Segur School	265	1,046	317	1,443
Sherman School	47	450	30	151
South School	...	...	367	1,706
Southeast School	336	1,846	387	2,054
Spring School	256	986	235	761
Stickney School	257	1,996	318	1,798
Waite School	560	3,807	590	2,641
Walbridge School	444	2,620	437	2,067
Total	7,505	39,480	7,905	36,744

Maximum number of volumes on deposit 7,905

Grand total of circulation for the year 76,224

The Library lost a larger number of the permanent staff during the year than ever before. Arthur A. Heiser suffered a severe illness in April and was not able to return to the Library for the remainder of the year. He was curator of the non-fiction shelves and evening and Sunday attendant in the reference room. He knew the location of the books perfectly and was well liked by the public. It is hoped he may be able to return later. After nearly nine years very faithful and efficient

service in looking after the physical condition of our books, Miss Myrtle L. Lyon retired early in September, and was married shortly thereafter. On the fifteen of this same month Miss Cora H. Bunker resigned to become children's librarian in the Rivington St. branch of the New York Public Library. Miss Bunker entered the library service December 1, 1899, as a desk attendant, and was children's librarian throughout the eight years of my librarianship now completed. Under her guidance the children's room enjoyed a healthy development until in point of actual circulation it became one of the most active in the whole country. The work with the public schools was also inaugurated and developed to its present proportions under her administration. Her departure was a distinct loss to the Library. Miss Georgia Huston resigned early in October to be married. She too entered the Library December 1, 1899, as a desk attendant, became copyist and assistant cataloguer, and for the past six years had been cataloguer, and more recently classifier as well. The public card catalogue trebled in size during her term of service; and as it stands today is essentially her handiwork.

The librarian and five assistants attended the joint meeting of the Ohio and Michigan State Library Associations held at Cedar Point the first week in September. The Library was not represented at the Pasedena meeting of the American Library Association.

Respectfully submitted.

WILLIS FULLER SEWALL,
Librarian.

APPENDIX A

CITY OF TOLEDO

AUDITING DEPARTMENT

Receipts and Expenditures of the Public Library

1910 and 1911

Receipts

	Taxes	Fines	Lost Books	Books sold	Rentals	Miscellaneous	Total
1910—	27,764.27	1,372.91	44.47	23.12	914.62	61.72	30,181.11
1911—	27,547.30	1,378.51	41.04	18.75	1,046.86	62.77	30,095.23

Expenditures

	Librarian	Assistants	Furn. and Fixt.	Stationery	Incidentals	Books and Period's	Total
1910—	2,700.00	10,603.85	252.27	254.78	4,386.30	7,758.34	25,955.54
1911—	2,700.00	10,357.61	472.39	256.83	7,547.71	7,861.10	29,195.64

J. J. LYNCH,
City Auditor.

APPENDIX B

RESOLUTION

Accepting offer of Mr. Andrew Carnegie, to Erect a Branch Public Library Building in East Toledo, and pledging the City to maintain the same at three thousand, three hundred and thirty-three dollars a year.

WHEREAS, Mr. Andrew Carnegie has heretofore offered, which offer is now in force, to furnish to the City of Toledo, the sum of thirty-three thousand, three hundred and thirty-three dollars, to be used exclusively for the erection of a branch library building at East Toledo, with the express understanding that the City will maintain such branch library permanently at a cost of not less than thirty-three hundred and thirty-three dollars per year, and the Board of Education has agreed to furnish the land upon which said building is to be erected in connection with its High School in East Toledo, Ohio, Now Therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TOLEDO, STATE OF OHIO:

That the offer of Mr. Andrew Carnegie, to furnish thirty-three thousand, three hundred and thirty-three dollars to erect a free public library building for the City of Toledo in East Toledo, be and the same hereby is accepted, and whereas, the Board of Education has agreed to furnish the land upon which said building is to be erected in connection with the East Toledo High School, but said library building to be a separate and independent structure, now therefore, the Council of the City of Toledo agrees for and in behalf of said City, to maintain permanently, said free branch public library in East Toledo at a cost of not less than thirty-three hundred and thirty-three dollars per year, and

BE IT FURTHER RESOLVED, that the City of Toledo extends to Mr. Andrew Carnegie sincere thanks for this most useful and beneficent gift.

The City Clerk is hereby directed to transmit a copy of these resolutions to the donor, with a request for directions for further mode of procedure.

Adopted Jan. 3, 1911.

ATTEST: JOHN M. BABCOCK, Clerk of Council.

AMBROSE A. MOODY, President of Council.

APPENDIX C

A certified transcript of the proceedings of the Board of Education of the city school district of the city of Toledo, Ohio, with reference to the leasing of a portion of the Morrison R. Waite high school site to the city of Toledo for library purposes.

At a regular session of the Board of Education of Toledo, Ohio, held April 3rd, 1911, the following members were present:

Mr. Macomber, Mr. Paine, Mr. McKenna and Mr. Crane.

Absent: Mr. Whitney.

"Mr. Paine offered the following resolution:

'WHEREAS, Andrew Carnegie has heretofore offered, which offer is now in force, to furnish to the city of Toledo the sum of thirty-three thousand, three hundred and thirty-three dollars, to be used exclusively for the erection of a branch library building in East Toledo, with the express understanding that the city will maintain such branch library permanently, at a cost of not less than thirty-three hundred and thirty-three dollars per year, and

WHEREAS, the Council of said City has heretofore, by resolution, agreed to maintain permanently said free branch public library in East Toledo at a cost of not less than thirty-three hundred and thirty-three dollars, and

WHEREAS, the Board of Library Trustees of the City of Toledo has also heretofore, by resolution, accepted said offer of Andrew Carnegie and agreed to maintain said library at a cost of not less than thirty-three hundred and thirty-three dollars per year, Now Therefore,

BE IT RESOLVED, That, contingent upon said branch library building being constructed in accordance with the offer and terms thereof as hereinbefore set forth and in accordance with plans and specifications to be approved by the Board of Education, this Board of Education does hereby authorize the Director of Schools to execute a lease to the City of Toledo for a site for said East Side library building at the intersection of Kelsey avenue and East Broadway, now a part of the Morrison R. Waite High school site, for a term of ninety-nine years at an annual rental of $1.00 per annum, said site to be of sufficient area to provide for said building, and said lease to contain a provision for cancellation in case said building shall be used for other than public library purposes,'
and moved the adoption of the same.

Seconded by Mr. Macomber.

Ayes: Mr. Macomber, Mr. Paine, Mr. McKenna and Mr. Crane.

Four ayes. Carried."

I hereby certify that the foregoing is a correct copy of that portion of the proceedings of the Board of Education of April 3rd, 1911, with reference to the leasing of a portion of the Morrison R. Waite High School site of the City of Toledo, Ohio.

LILLIE I. DONAT,
Clerk Board of Education.

APPENDIX D

LIST OF THE IMPORTANT ADDITIONS FOR 1910-1911

American public health association
Public health papers and reports....1873-1909. 37 v.

American school of correspondence, Chicago
Cyclopedia of commerce, accountancy, business administration Chicago, American school of correspondence, 1910.

American society for testing materials
Proceedings....Philadelphia, The Society, 1899-1910. v. 1-10.

American society of civil engineers, New York
Transactions....N. Y., The Society, 1884-1910. 21 v.

Appleton's new practical cyclopedia; a new work of reference.... systematically arranged for use in home and school....N. Y. D. Appleton & Co., 1910. 6 v.

Bailey, Liberty Hyde
Cyclopedia of American agriculture; a popular survey of agricultural conditions, practices and ideals in the United States and Canada. N. Y., London, The MacMillan Co., 1907-1909. 4 v.

Black, Henry Campbell
A law dictionary containing definitions of the terms and phrases of American and English jurisprudence, ancient and modern.... St. Paul, Minn., West Publishing Co., 1910.

Blakston, W. A.
The illustrated book of canaries and cage-birds, British and foreign....London, Cassell & Co., (n. d.)

Byron, George Gordon Noel Byron, 6th baron
The works of Lord Byron....London, John Murray, 1898-1905. 13 v.

Cambridge history of English literature....ed. by A. W. Ward.... and A. R. Waller. N. Y. and London, G. P. Putnam's sons, 1907-1910. 6 v.

Cambridge modern history planned by the late Lord Acton....ed. by A. W. Ward, G. W. Prothero, Stanley Leathes. Cambridge, The University press, 1902-1911. 12 v.

Crowe, Sir Joseph Archer
A history of painting in Italy, Umbria, Florence, and Siena, from the second to the sixteenth century....London, J. Murray, 1903. 4 v.

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GOOD READING
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TOLEDO
PUBLIC
LIBRARY

REPORT

1912
AND
1913

38-39



"The best reading, for the greatest number,
at the least cost."

TOLEDO PUBLIC LIBRARY

(Institutional Member of the American Library Association)

THIRTY-EIGHTH AND THIRTY-NINTH ANNUAL REPORTS OF THE LIBRARIAN

1912
AND
1913

TOLEDO, OHIO
THE PUBLIC LIBRARY
1914

The Blade Printing & Paper Co.,
Toledo, Ohio.

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LIBRARY STAFF

WILLIS FULLER SEWALL *Librarian*
MARGUERITE AINSWORTH *Order Clerk*
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REPORT OF THE LIBRARIAN

FOR THE YEAR 1912

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

The permanent additions amounted to 8,814; of which 7,727 were books, and 1,087 music rolls. The discards totaled 3,854, leaving a net increase of 4,950. At the close of the year the Library contained 93,337 books and 1,264 music rolls, a grand total of 94,601.

There were gifts of 603 volumes and 479 pamphlets; of which 305 books and 249 pamphlets came from the Superintendent of Documents at Washington. Mr. A. M. Coghlin gave 66 miscellaneous books; Miss Mary Lewis, a dictionary of musicians in 2 volumes; Mrs. E. W. Newton, 50 miscellaneous books; Mr. George E. Pomeroy the magnificent Genealogy of the Pomeroy family and two other valuable genealogical books; Mr. W. J. Sherman, two volumes of type-written material and blue prints relating to Swan Creek; Mrs. J. L. Wolcott, 75 miscellaneous books. The most notable gift of the year was 1,029 music rolls from The Starr Piano Company of Richmond, Ind. In March this firm donated 501 eighty-eight note rolls, selected by your librarian from the catalogue of The Connorized Music Company of New York; and again in October they gave 528 sixty-five note rolls.

The number of new borrowers registered was 4,194, with a total of 21,041 cards in force at the close of the year. The total circulation for home reading was 365,307, of which 290,266 was from the library building, and 75,041 from deposits in the public schools.

Circulation from Building by Classes—1912

	Total	Per cent.	Decrease from 1911
General	43	00.0	9
Philosophy	2,637	01.0	*245
Religion	2,818	01.0	38
Sociology	3,973	01.4	*68
Language	606	00.3	*132
Science	2,782	01.0	274
Useful Arts	6,066	02.1	509
Fine Arts	6,061	02.1	*260
Literature	9,329	03.1	763
Travel	4,147	01.5	291
Biography	3,175	01.1	212
History	3,655	01.3	305
Magazines	2,699	01.0	979
Fiction	140,345	48.1	6,721
Juvenile	98,778	34.0	12,985
Music Rolls	3,152	01.0	3,152
Total	290,266	100.0	19,229

*Increase

As compared with 1911, the circulation of adult fiction fell off 6,721, and adult non-fiction, 2,675. The circulation from the children's room was larger than for any year except 1911; when there was an abnormal circulation on a forced registration of little children who soon ceased to use their cards.

We started the year with a stock of 184 sixty-five note music rolls which for four months sustained a circulation ranging from 87 to 122 a month. In May the circulation jumped to 393 owing to the addition of 501 eighty-eight note rolls. In September it fell off to 216, which was the lowest figure for the summer. In October the stock was again increased by the addition of 528 sixty-five note rolls. The circulation for November was 417 and for December 587; with a total for the year of 3,152.

The circulation of rented duplicates of current novels amounted to 14,460; and of rented periodicals 1,412. Two thousand, three hundred and twelve pictures were loaned from the children's room, not being included in the circulation figures.

Circulation from Deposits of Children's Books—1912

Toledo Public Schools

	January-June		September-December	
	Deposit	Circulation	Deposit	Circulation
Auburndale	241	966	154	603
Birmingham	...	...	234	983
Broadway	271	880	346	1,751
Chase	113	266	202	551
Cherry	224	632	297	993
Detroit	72	197	164	838
East Side Central	120	669	57	400
Erie	...	...	163	576
Franklin	204	1,061	294	1,291
Glenwood	575	2,780	643	3,472
Hoag	193	1,075	305	1,426
Indiana	354	1,850	517	2,557
Ironville	308	1,138	348	913
Junction	222	671	214	906
Lagrange	...	...	112	217
Mott Ave.	107	315	120	440
Navarre	373	1,739	403	1,482
Nebraska	416	1,435	487	2,603
Newbury	292	625	242	664
Newton	320	930	280	915
Norwood	156	676	192	879
Ontario	155	867	180	723
Oakdale	50	280	126	688
Parkland	42	592	158	835
Raymer	461	2,558	407	3,012
Sherman	30	198	...	...
Segur	317	1,042	360	1,258
South	396	1,376	377	737
Southeast	387	1,558	431	1,811
Spring	258	879	302	238
Stickney	318	562	373	1,599
Waite	582	3,289	676	3,718
Walbridge	437	1,268	521	3,148
	7,994	32,374	9,685	42,227

Other Deposits

East Broadway Settlement	30	40	...	...
Ironville Settlement	40	90	...	...
Newsboys' Home	184	...	121	...
Collingwood Hall	...	...	34	...
Sylvania Rural School	...	...	25	70
Maumee Rural School	...	...	30	40
Perrysburg Rural School	...	...	30	152
Miss Stauffer, 1881 Wayne	...	...	30	35
Whitehouse Rural School	...	...	25	13
Total	254	130	295	310

Summary for 1912

Maximum number of books on deposit 9,980
Grand total of circulation for the year 75,041

Following the resignation of Miss Huston (now Mrs. Goodrich), in October, 1911, the work of cataloguing the new books was taken up by Miss Crowell, and carried forward successfully throughout the year. The Library was without a children's librarian from September 15, 1911, to October 1, 1912. During this time the children's room was faithfully administered by the assistants. Miss Robb took charge of the school work during the spring and summer. To fill this vacancy the Library was fortunately able to secure the services of Miss Luella E. Stollberg, a graduate of Western Reserve Library School, as children's librarian.

Your librarian attended the conference of the American Library Association held at Ottawa, Canada, in July. Mrs. Pauline Steinem, then a member of your Board, delivered the principal address at the opening session of the meeting of the State Library Association held at Newark in October. Your librarian and Miss Kountz were also in attendance.

Respectfully submitted.

WILLIS FULLER SEWALL.

Librarian.

REPORT OF THE LIBRARIAN
FOR THE YEAR 1913

To the President and Trustees of the Toledo Public Library

GENTLEMEN:

By the will of Miss Eliza M. Kent, who died August 12, 1911, the Library received all her books (mentioned below) and was made sole residuary legatee of her estate. What accrues is to be known as the Eliza M. Kent Fund, the income of which may be spent only for books. On January 1, 1914, the payments and accrued interest amounted to $23,052.34. The estate is not quite settled at this writing. This is the most extensive bequest the Library has ever received. Miss Kent is mentioned as an assistant in the Library in the old rooms at the corner of Summit and Madison, as early as 1884. She gave uninterrupted service thereafter until the spring of 1900.

In May of 1913, your Board determined to erect an annex to the library building, provided funds could be secured from the City Council. The proposition to make a transfer from the general fund to the library fund proved to be impossible. On June 9th, council passed "An Ordinance to provide for the issuing of bonds of the City of Toledo in the sum of $25,000.00 for the purpose of extending, enlarging, improving, repairing and securing a more complete enjoyment of the Free Public Library Building located at the corner of Madison Avenue and Ontario Street in the City of Toledo, Ohio, and for the equipping and furnishing the same." Immediately upon the passage of this ordinance Mr. Charles M. Nordhoff, of the firm of Mills, Rhines, Bellman & Nordhoff, architects, was commissioned to prepare plans. Mr. Nordhoff and your librarian have been actively engaged upon these plans throughout the remainder of the year. As finally revised they have been approved by your Board, and as soon as the specifications are completed bids will be asked. Ground will be broken as early as weather permits.

In July your Board opened bids for a new heating and ventilating plant of sufficient capacity to take care of the present library building and annex, according to plans and specifications prepared by Edward Bayer, heating and ventilating engineer. The bids were as follows:— Shaw-Kendall Engineering Co., $8,394; Thomas Kewley & Son, $8,500; Eagan Bros. Co., $9,143; McManus & O'Neil, $10,734;

Schelling-Forrest Co., $14,000. The low bid was so far in excess of Mr. Bayer's estimate that all were rejected. The wide variation in the bids themselves looked like carelessness, if nothing worse.

The permanent additions during 1913 amounted to 5,789 books and 553 music rolls, 6,342 in all. The discards of books were 3,788, and of music rolls 67, a total of 3,855. The net increase is therefore 2,001 books and 486 music rolls, 2,487 in all. At the end of the year the Library's stock amounted to 95,338 books, and 1,750 music rolls, a grand total of 97,088.

There were gifts of 348 books and 397 pamphlets; of which 182 books and 129 pamphlets came from the Superintendent of Documents in Washington, and 41 books and 12 pamphlets from the Ohio State Library. Dr. W. H. Snyder gave 5 volumes of "Country Life;" Mr. M. P. Riggs, 2 volumes of "Science," R. B. Moffat gave a copy of the "Pierrepont Genealogy." The Melville Clark Piano Co. of Chicago, gave 20 of their hand-played music rolls. By the will of Miss Eliza M. Kent the Library came into possession of all her books which filled nine packing cases. Among them are many important items. Owing to lack of shelf room they have not yet been unpacked.

The number of registered borrowers at the close of the year was 23,901. The total circulation for home use was 362,549, of which 285,215 was from the library building and 77,334 from deposits of children's books in the ward schools.

Additions and Withdrawals by Classes—1913

	In Library Dec. 31, 1912	Added	Withdrawn	Net Increase	In Library Dec. 31, 1913
General	381	34	7	27	408
Philosophy	1,088	62	21	41	1,129
Religion	2,869	250	29	221	3,090
Sociology	3,961	236	34	202	4,163
Language	446	13	6	7	453
Science	2,516	58	56	2	2,518
Useful Arts	4,300	251	72	179	4,479
Fine Arts	3,066	207	54	153	3,219
Literature	7,330	275	53	222	7,552
Travel	4,043	127	22	105	4,148
Biography	5,348	60	34	26	5,374
History	4,901	133	36	97	4,998
Fiction	14,743	1,070	1,446	*376	14,367
Juvenile	22,416	2,563	1,918	645	23,061
Periodicals	7,322	227	...	227	7,549
Documents	8,607	223	...	223	8,830
Music Rolls	1,264	553	67	486	1,750
Total	94,601	6,342	3,855	2,487	97,088

*Decrease

Of the 1,070 volumes of fiction added, 799 were rental duplicates of current novels purchased at a cost of $902.84. The cost of the rented copies of current periodicals was $51.40. The receipts from rentals was $758.45. This is the first year that the receipts have fallen below the outlay. Of the 2,563 children's books added, 1,532 were for the children's room and 1,031 were school duplicates. By the binding of current periodicals 216 volumes were added at a cost of $188.80. Fiction is the only class showing an actual decrease. There were extraordinary discards of useless material in addition to the current wear and tear. The juvenile discards represent books worn out in the children's room and in the schools.

Registration—1913

	Adult	Juvenile	Total
Cards in force at beginning of year...	14,396	6,645	21,041
Cards renewed	2,949	217	3,166
Cards issued	2,463	1,438	3,901
Cards cancelled	712	329	1,041
Net increase	1,751	1,109	2,860
Transferred from juvenile to adult....	192	192	...
Total increase	1,943	917	2,860
Cards in force at end of year	16,339	7,562	23,901

Teachers and non-resident 94.

At the beginning of the year the first cards issued in series 1 three years ago began to expire by limitation of time, and series 2 was started. The expirations in series 1 are taken up month by month and definitely renewed or cancelled. This very nearly doubles the work at the registration desk. The number of registered borrowers at the end of the year was notably greater than ever before.

Circulation from Building by Months—1913

	Adult	Juvenile	Total
January	17,619	8,431	26,050
February	17,061	8,880	25,941
March	18,787	11,046	29,833
April	17,242	9,419	26,661
May	14,565	8,046	22,611
June	12,552	6,774	19,326
July	13,502	7,013	20,515
August	13,585	6,790	20,375
September	13,330	5,498	18,828
October	16,244	7,379	23,623
November	16,688	8,736	25,424
December	17,049	8,979	26,028
Total	188,224	96,991	285,215
Circulation from Deposits			
Total		77,334	77,334
Circulation from Building and Deposits			
Grand Total	188,224	174,325	362,549

During the year deposits of non-fiction from the adult circulating department were placed in the following schools:—Smead Seminary, 90; Toledo University, 51; Scott High, 49; Central High, 28; Ursuline Convent, 26; Ursuline Academy, 15; St. Patrick's, 14; St. John's College, 8; East High, 3. Miss Bond used 30 volumes of non-fiction in the Girls' Camp at Gypsum. The Y. W. C. A. administered 60 volumes of fiction in three factories; and Miss Vaughan used 40 volumes of fiction in "Our Club." The use of these school deposits is purely reference. The circulation from the fiction deposits is disregarded in our totals.

During the years 1912 and 1913 Miss Kountz gave instruction to 850 freshmen from the Central High School in the use of the catalogue, location of books on the shelves, and in a simple manner in some of the points of classification. This was an experiment which has been found to be highly successful in bringing about a closer relation between library and teacher and student. One of the excellent results of this training has been to give the pupils a greater freedom in the use of the Library, many having been backward and even almost too timid to ask questions. These pupils came to the Library a class at a time, accompanied by their teacher, for the first school period, leaving at 8:30, when the Library is opened to the public.

Circulation from Library Building by Classes—1913

	Total	Per cent	Increase over 1912
General	77	00.0	34
Philosophy	2,428	00.9	*209
Religion	4,618	01.7	645
Sociology	2,873	01.0	55
Language	652	00.3	46
Science	2,968	01.1	186
Useful Arts	6,559	02.1	493
Fine Arts	5,544	02.0	*517
Literature	9,048	03.0	*281
Travel	4,366	01.5	219
Biography	2,997	01.1	*178
History	3,567	01.3	* 88
Magazines	2,416	00.9	*283
Fiction	128,546	45.1	*11,799
Juvenile	96,991	34.0	*1,787
Music Rolls	11,565	04.0	8,413
Total	285,215	100.0	*5,051

*Decrease

During the last five years there has been a steady decrease in the circulation of adult fiction. In all that time only five months have shown an exception. From 1908 to 1913 there has been a decrease of almost exactly sixty thousand. Judging from the reports of other Libraries our experience has not been unique. The zeal with which librarians have made explanations and excuses for this general slump has been positively amusing, taken collectively. Everything from the movies to general

prosperity has been made the goat. In our own case this decrease is practically confined to the older (and better) fiction which are on free shelves. Our own circulating library of current novels is going along as glibly as any of them, with a circulation of 14,430 books and 1,491 periodicals. Both of these figures show little change from last year. I am especially glad to state that our circulation of adult non-fiction is again on the upward trend, particularly in sociology and the useful arts. The increase in the circulation of music rolls was fairly spectacular. On a stock ranging from 1,264 on January 1st to 1,750 on December 31st we loaned 11,565 rolls. The machinery of circulation is identical with that for books. We have little trouble with the rolls themselves. The boxes used by most manufacturers are not strong enough. However, they are inexpensive and can readily be replaced. From our collection of mounted pictures in the children's room 2,137 were loaned, mainly to teachers.

Circulation from Deposits of Children's Books—1913
Toledo Public Schools

	January-June		September-December	
	Deposit	Circulation	Deposit	Circulation
Arlington		...	53	53
Auburndale	216	1,097	93	145
Birmingham	267	647	246	543
Broadway	351	700	338	1,181
Chase	202	480	182	382
Cherry	297	1,061	222	533
Detroit	164	679	144	438
East Side Central	63	300	...	...
Erie	163	581	149	449
Franklin	325	1,827	343	1,117
Glenwood	643	3,120	689	2,781
Hoag	305	1,883	373	1,677
Indiana	517	2,011	536	1,712
Ironville	348	904	312	862
Lagrange	112	216	133	137
Mott Ave.	120	283	117	530
Navarre	403	2,051	334	1,175
Nebraska	487	2,206	574	2,359
Newbury	242	372	214	198
Newton	280	420	213	672
Norwood	192	342	302	1,262
Oakdale	126	289	89	379
Ontario	180	543	158	845
Parkland	158	874	109	204
Raymer	407	2,137	470	1,792
Segur	360	1,247	379	1,027
Sherman	30	166	...	...
South	377	1,010	179	463
South East	431	1,917	470	1,658
Spring	302	1,116	296	804
Stickney	373	1,846	397	2,261
Waite	684	4,548	645	4,171
Walbridge	521	2,245	602	2,620
Wayne	226	932	268	1,076
Total	9,872	40,050	9,629	35,506

Other Deposits

Six County and Township Schools	211	825	216	658
The Janes-Franklin School	34	...	11	...
North Toledo Settlement.	50	...	50	...
Toledo Newsboys' Ass'n.	121	...	108	...
Trinity Lutheran School..	...	...	79	295
Total	416	825	464	953

Summary for 1913

Maximum number of books on deposit.....10,093
Grand total of circulation for the year 77,334

The determination to erect an annex to the library building necessitated a reconstruction of our adult catalogue. Miss Anna A. Hulburd, a cataloguer of thorough training and extensive experience, was engaged to carry out this work. She entered the Library at the middle of October. Fortunately there were no resignations from the staff during the year.

Your librarian and Miss Stollberg attended the Conference of the American Library Association held at Kaaterskill, N. Y., in June. The librarian and eight assistants were each in attendance at a part of the meetings of the State Library Association held at Oberlin in October.

Respectfully submitted.

WILLIS FULLER SEWALL,

Librarian.

APPENDIX A

Statement of the Receipts and Expenditures of the Public Library for the Year 1912.

Receipts

Balance Jan. 1, 1912		$ 9,474.31
Taxes	$29,605.20	
Fines	1,159.43	
Lost Books	84.92	
Books Sold	11.00	
Rentals	911.04	
Miscellaneous	29.25	
Total		$31,800.84

Expenditures

Librarian	$ 2,700.00	
Assistants	11,163.02	
Furniture	666.38	
Stationery	419.57	
Incidentals	3,770.39	
Books and Periodicals	8,384.04	
Total		$27,103.40
Balance Jan. 1, 1913		$14,171.75

J. J. LYNCH,
City Auditor.

APPENDIX B

Statement of the Receipts and Expenditures of the Public Library for the Year 1913

Balance Jan. 1, 1913		$14,171.75
Receipts		
Taxes	$27,846.28	
Fines	1,297.07	
Lost books	69.73	
Books sold	46.10	
Rentals	758.45	
Miscellaneous	32.37	
Total		$30,050.00
Expenditures		
Librarian	$ 2,700.00	
Assistants	12,829.54	
Furniture	128.95	
Stationery	465.46	
Incidentals	4,466.30	
Books and Periodicals	6,862.04	
Total		$27,452.29
Balance Jan 1, 1914		$16,769.46

MOTT ANNEX
BUILDING FUND

Receipts

Sale of Bonds	$25,000.00
Balance Jan. 1, 1914	$25,000.00

AMOS McDONNALL.
City Auditor.

A LIBRARY IN KERNEL

To say that a town has a public library is to say that a man has a brain. Whether the equipment is of any value to him depends wholly on what use he makes of it, if any. And the more recent development of library science has proceeded steadfastly on this assumption—that one book, the contents of which are inside the popular cranium, is more valuable than a thousand volumes slumbering on the shelves. Librarians, those axe-men (and axe-women) of social progress, have been devising a wondrously ingenious machinery for inducing the perusal of the right books by all sorts of people from school children to legislators, from the foreign districts of our cities to the lonely farmhouses of the remote country roads.

Editorial in Boston Transcript.

"Truly, of all our masters, Books
alone are free and freely teach."

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Five Year Survey

Toledo Public Library

1914 - 1918 (Inclusive)

TOLEDO



OHIO

Published by Commission *of* Publicity and Efficiency *1919*



FIVE YEAR SURVEY
TOLEDO PUBLIC LIBRARY

1914-1918
(*INCLUSIVE*)

TOLEDO, OHIO

Published by
COMMISSION OF PUBLICITY AND EFFICIENCY
1919



MAIN LIBRARY. ANNEX AT RIGHT

Commission of Public Efficiency - Toledo 8-13-19 f.

The City of Toledo

First settled 1817.
Incorporated 1836.
Population, 1910, 168,497.
Population, estimate, July, 1918, 225,000.
Assessed Valuation, 1918, $342,320,908.
Area, 30 square miles.

Toledo Public Library

Toledo Young Men's Association, its object being to establish a "lyceum and public library in Toledo," organized.....1838
Toledo Library Association founded (a subscription library)....1864
Made a Free Public Library by Act of Legislature.....1873
Operated at corner of Summit St. and Madison Ave.....1873-90
Main building on site of Miami and Erie Canal bed, erected at cost of $75,000, opened.....June 23, 1890
Annex to main building, and remodelling and refurnishing of old building completed, cost $55,000.....October, 1915
Five Branch Libraries cost complete less than $125,000, donated by Carnegie Corporation, opened....Dec., 1917-Jan., 1918

The Library Board

CALVIN S. BROWN, 1914——, President, 1914-1918
W. M. EBERTH, 1914-1915
FRANK M. HELLER, 1914——, Vice-President, 1915
ALVIN C. JONES, 1914-1915
EMILIE LOUISE KOCH, 1914-1917, Vice-President, 1914
G. F. LOK, 1914-1917
GROVE PATTERSON, 1918——
SIGMOND SANGER, 1918——, President, 1919
NOAH H. SWAYNE, 1914
SAMUEL C. STUMP, 1916——
NEVIN O. WINTER, 1916——
Secretary, THEOPHILUS P. BROWN, 1914-1915
W. F. HEDRICK, 1915——

The names of present members are in black face type.

The term is four years. Members are appointed by the Mayor, three every two years. The secretary is not a member of the Board.

The Library Staff

Herbert S. Hirshberg, Librarian Sara Moderwell, Stenographer

ORDER DEPARTMENT

Marguerite Ainsworth, Order Librarian Wilomine Robson

CATALOGUE DEPARTMENT

Winifred Riggs, Catalogue Librarian Frances Rummel

REFERENCE DEPARTMENT

Caroline I. Wales, Reference Librarian
Elizabeth Gassaway, Acting Reference Librarian
Marie Morris H. A. Conklin, Evening Attendant

CIRCULATING DEPARTMENT

Mary Kesler, First Assistant, In Charge
Lillian Bemis Monteith, Acting First Assistant
Anna Kenninger Mary McCarthy Ethel Richlin
Charlotte Ayers Elizabeth Hade
Josephine McInness

CHILDREN'S DEPARTMENT

Ethel C. Wright, Director of Children's Work
Harriet Calkins, Schools Assistant
Helen Welker, Children's Librarian, Main Library
Neita Livingston, First Assistant
Barbara Condon

Branch Staffs

JERMAIN BRANCH

Helen Bothwell, Branch Librarian
Frances Jones Nicklet, First Assistant
Roberta Davies — Dorothy Richlin

KENT BRANCH

Mary Grace Robb, Branch Librarian
Bertha Yoder, First Assistant
Bertha Bayer — Elizabeth Brettell

LOCKE BRANCH

Emma Crowell, Branch Librarian
Ethel Rossiter — Norma McPhie — Lida Morris

MOTT BRANCH

Luella Gilson, Branch Librarian
Anna Buehler — Pearl Johnson — Catharine Gorman

SOUTH BRANCH

Daisy Terry, Branch Librarian
Ida Knox, First Assistant
Eleanor Boyd — Hannah Johnson

JANITORS

Louis Fox—Main Library
Ellis Kirk—Jermain Branch
Robert Lett—Kent Branch
Milton Boggs—Locke Branch
Joseph Duffy—Mott Branch
Mrs. H. Manzek—South Branch

Seventeen Substitutes and Pages, two Janitresses not listed

Librarian's Report

To the Library Board:

This survey covers five years, 1914 to 1918 inclusive. The last printed report was for two years, 1912 and 1913. Later reports have not been printed for reasons of economy. As we have now reached the end of the first period of expansion from a one building institution to a library system, it seems essential to permanently record our progress.

The present librarian began service in December, 1914. Mr. W. F. Sewall, his predecessor, was librarian until July, 1914, having served the library since September, 1903. During the five months from July to November, 1914, Miss Caroline Wales was acting librarian. This report, therefore, covers six months of Mr. Sewall's and five months of Miss Wales' administration.

The chart on the following page shows graphically the growth of the library in these five years. Book circulation increased from 370,728 in 1914 to 710,139 in 1918. There were 25,409 registered borrowers at the beginning of 1914 and 48,554 at the end of 1918. In the first months of 1914 the staff numbered 16 full time employees, five substitutes and pages, and three janitors and janitresses. At the end of 1918 there were 42 full time employees, 17 substitutes and pages, and eight janitors and janitresses. The total amount paid in salaries for 1914 was $16,621.50 against $38,326.42 in 1918. In 1914 the library occupied one crowded and inadequate main library building. At the end of 1918 there were five handsome branches besides the remodelled and enlarged main building. The total expenditure for maintenance and operation in 1914 was $30,150.77 compared with $61,834.65 in 1918. The expenditure from city funds shows a smaller proportionate increase from $30,150.77 in 1914 to $48,953.31 in 1918.

Chart of Growth

1914 to 1918

GROWTH IN SERVICE

Book Circulation

370,728 in 1914

710,139 in 1918

Registered Borrowers

25,409 in 1914

48,554 in 1918

Library Employees

24 in 1914

67 in 1918

Library Buildings

One in 1914

Six in 1918

GROWTH IN COST

Salaries

$16,621.50 in 1914

$38,326.42 in 1918

Total Expenditures

$30,150.17 in 1914

$61,834.65 in 1918

Expenditures from City Funds

$30,150.17 in 1914

$48,953.31 in 1918

Main Building

THE construction of the annex to the main library building, contemplated for many years, was begun in September, 1914, and was completed and opened October 21st, 1915. The old building first occupied in 1890 had become entirely inadequate for the collections and work of the library and relief from old conditions had become absolutely imperative. The entire old building was at the same time renovated, refurnished and, as far as possible, adapted to the conditions to be met in the building of the annex. Radical changes in adapting the old building were made difficult by the thick partition walls.

The circulating department was rearranged to include the space formerly occupied by the old reading room and work room and now consists of a series of open alcoves with chairs and tables in each to permit convenient and easy consultation of the books, contrasting strongly with the old stack arrangement which was unsightly and inconvenient.

The children's department was provided with entirely new equipment which transformed the room. Story hour benches were provided for the old work room which is now used regularly for story hour purposes.

The feature of the annex is the beautiful reference room in old English style with beamed ceiling and walls of Caen stone. Adjoining the reference room is a special reference room which contains the fine arts and genealogical collections. Connected with this room by accordion doors and so arranged that it can be used for reference purposes when necessary, is the library board room. In the other wing of the annex is the librarian's office and a sunny work room which was at first used by both catalogue and order departments, but is now used only by the order department. The catalogue department now occupies a room in the basement directly under the room originally planned for it. The remainder of the basement of the annex contains pleasant quarters for the staff, supply and multigraph rooms and book stacks.

The reading room which occupies the old reference room and the former librarian's office, has from the beginning proved unsatisfactory and inadequate although its seating capacity, about 50 readers, is greater than under the old conditions. No plan to enlarge the reading room can be carried out in the present building without sacrifice of other necessary activities.

In adapting the Main Library it was found necessary in order to co-ordinate the departments to establish the main entrance on Ontario Street instead of on Madison Avenue which is the main thor-

oughfare. This arrangement at first caused some inconvenience and complaint on the part of the public and probably accounted for a temporary decrease in circulation.

An important improvement was the installation of a low pressure vacuum steam system with thermostat regulation and central station supply. This system has proved economical, reliable and satisfactory. The electrical wiring throughout the old building was found to be in a dangerous condition and was thoroughly overhauled and put into proper condition to conform with the code of the National Board of Underwriters and the local building laws. Modern lighting fixtures of the semi-indirect type took the place of antiquated inefficient fixtures.

The entire old building was redecorated with the exception of



REFERENCE ROOM, MAIN LIBRARY

the basement. Painting is again necessary in all parts of the building and should be done in the coming year if funds permit. An experiment in washing the walls in the entrance lobby was expensive and not entirely successful.

All floors on the main and second stories were covered with first quality cork carpet.

Through the courtesy of the City Service Department a new cement sidewalk replaced the stone flagging on Madison Avenue and on part of the Ontario Street side of the building. This improvement was made without expenditure of library funds.

A further great improvement to the Main Library was the planting of the grounds. Part of the expense of this work was met as was the entire expense of planting the branch grounds by expenditure from the Mott fund.

Branch Library Buildings

IN the fall of 1916 ground was broken for the five branch library buildings. Money for the buildings and furnishings was provided by the Carnegie Corporation of New York. The sites were provided by the City by action of the City Council and financed by a bond issue of $40,000. The locations were decided on by the City Council after frequent hearings which organizations representing the various neighborhoods of the City attended. The sites chosen were in every case within a block or two of the location originally indicated by the library board in its report on local conditions to the Carnegie Corporation. The use of the branches has proven the wisdom of the City Council in its selection of sites.

The Library Board had at first intended to build the branches gradually, but a very general demand on the part of the public to have the buildings put up at the same time brought about a decision to this effect. The buildings were completed and opened in quick succession on the following dates:

Locke Branch, Dec. 5th, 1917.
Kent Branch, Dec. 11th, 1917.
Mott Branch, Jan. 3rd, 1918.
Jermain Branch, Jan. 7th, 1918.
South Branch, Jan. 16th, 1918.

To secure variety in the buildings the board retained five different Toledo architects as follows:

M. M. Stophlet, Locke Branch.
L. G. Welker, Kent Branch.
Bernhard Becker, Mott Branch.
Bates & Gamble, Jermain Branch.
D. L. Stine & Son, South Branch.

Mr. Edward Tilton, of New York, was retained as consulting architect for all of the five buildings.

Each building contains on the main floor a large open room for delivery, adult and children's work, and a small office, and in the basement an auditorium seating 100 people, besides club rooms and rest rooms for the staff. Illustrations accompanying this report show the

exteriors, interiors and plans of the buildings. Descriptive matter about each building is printed with the illustrations.

The branch libraries were named as follows:

Eliza Kent Branch, at Collingwood and Central Avenues, for Miss Eliza Kent, long in the library service, who left most of her private fortune, amounting to about $25,000, to establish a fund for new books;

Anna C. Mott Branch, at Dorr and Forest Streets, for Miss Anna C. Mott, a former prominent resident of Toledo, who left a share of her estate to the library;

Frances D. Jermain Branch, Galena and Superior Streets, for



A VIEW FROM THE CHILDREN'S ROOM MOTT BRANCH

Mrs. Frances D. Jermain, librarian of the Toledo Public Library for nearly 25 years, and well beloved by the library public.

David R. Locke Branch, at South Main and Greenwood Streets, for him, who was better known as Petroleum V. Nasby, and who made the Toledo Blade a welcome visitor in thousands of homes throughout the country;

South Branch, Broadway and Langdon Street, because of its location in the South Side.

A New Main Building

THERE is already some talk of an adequate and suitable main library building for Toledo. Mayor Schreiber, in discussing the proposed civic center for which the City has already acquired considerable land, was quoted in the Toledo Blade of Jan. 16, 1919, as saying:

"The new $1,500,000 Memorial Hall will be the first link in the civic center chain. The City Hall will be constructed about the same time if plans do not miscarry, and the safety building will follow.

"The next building to construct is the service building, followed by a new library, and then a charity building."

The problem of erecting a new Main Library is of course considerably in the future. The present enlarged building will be fairly adequate during the period of popularization and expansion of the next five years when much of our attention will be devoted to extending the activities of the library to the outlying districts. As soon, however, as intensive departmental development of the Main Library begins to take shape, we shall need a greater and better main building. The expense of operating a monumental main building is usually so great as to interfere with extension of popular service and may well be postponed until the City can better afford it.

Glenwood Branch

In April, 1915, through the courtesy of the Board of Education a branch library for community use was established in the Glenwood School. A vacant basement room was provided with the essential outside entrance. The room was used to capacity until December, 1917, when the branch was discontinued and the collection transferred to the new Kent Branch a few blocks away.

Circulation of Books

STATISTICAL tables on another page show in detail the circulation of books for home use. (See Table I.) A gain is shown each year except 1916, when because of shortage of funds book purchases were discontinued and the library was closed every evening from May 7 to October 2, and was open only on Monday and Saturday evenings throughout October. In 1917 the Main Library regained the loss of the previous year. The opening of two of the new branches in December also helped to swell the total in 1917.

In 1918 with the five new branches in operation practically the

entire year a circulation was recorded of 710,139, an increase of 274,776 over 1917, the largest previous year. The use of the branches surpassed expectations, four of the five branches circulating more than 80,000 books each. In view of the small number of books in the branches which averaged about 4,000 at the beginning and about 5700 at the end of the year, this record is remarkable. One branch calculated that each of its books averaged 21 times in circulation, and that each borrower averaged 27 books. The New York Public Library analysis of branch circulation showed a book turnover in 1915 of 10 which may be considered typical for the country. Our total branch circulation was 403,958 with an average turnover for all the branches of 16.

The 1918 circulation was recorded in spite of the fact that all



A BUSY SATURDAY AFTERNOON AT SOUTH BRANCH

library agencies were closed entirely for 20 days in October and November and were again closed to children under 18 for 17 days in December because of the Spanish influenza epidemic. War conditions also affected interest in reading here as in other cities, many of whose libraries record a considerable loss of circulation for the year. Our Main Library showed a loss of 55,000, in part due to the opening of the branches and in part due to the war and epidemic.

Under present conditions in the Main Library, it is doubtful whether the adult circulation will exceed what it was before the

opening of the branches. As the city grows and the number of children in down town homes decreases, the use of the Main children's room will gradually diminish and will ultimately be limited chiefly to parents and teachers. For several years to come, however, the Main children's room will continue to fill a real need for children of the neighborhood and those not served by the branches.

Registration of Borrowers

OPENING of the branch libraries has resulted in a large increase of the number of registered borrowers. The figures show clearly that many residents of the City were unable to conveniently use the Main Library before the opening of the branches. The number of borrowers has increased from 25,409 at the beginning of 1914 to 48,554 at the end of 1918. Registration figures do not include children who draw books from the class room libraries.

Work With Children

CHILDREN'S work has received a great impetus through the opening of the branches which have made the library accessible to thousands of new juvenile readers. A director of children's work has been appointed, having general supervision of children's work for the entire library. A special course of training for library assistants working with children has been conducted. Regular weekly story hours have been held at the Main and branch libraries which have attracted hundreds of children and are constantly growing in popularity.

Annual exhibits of books suitable for Christmas giving have been held first at the Main Library and later with the co-operation of the library committee of the Woman's Association at the Woman's Building. In this movement to encourage the buying of better books we have co-operated closely with the Boy Scouts of America timing our book exhibit with Safety First Book Week and having special displays of books for Boy Scouts. Efforts are being made to promote the purchase of better books by the book dealers and encouraging progress is being made in this direction. Boy Scout troops have been organized in each of the branch libraries. Girl Scout groups are meeting in three of them.

Special collections for boys and girls of intermediate age will soon be placed in the Main circulating department and in each branch. A full time assistant has been placed in charge of the work

with the schools. For several years class room libraries have been an important means of reaching children in districts at a distance from the library. This work will continue to be developed and fostered.

Library Records

RECATALOGUING of the older books has progressed but slowly and much remains to be done. Our effort has been concentrated on the preparation of the books for the branches. More than 51,000 books passed through the catalogue department during the five-year period. Of these 22,406 were ordered, catalogued and prepared for the shelves in a single year 1917, and 11,237 were put through in



ENTRANCE AND DELIVERY DESK AT KENT BRANCH

1918, a colossal job considering the size of our organization. The school duplicate shelf list was copied and revised. Other necessary new records have been begun. The present cataloguing staff is scarcely sufficient to keep up with current accessions. When the staff is enlarged recataloguing will be resumed, and government documents and bound periodicals will be properly recorded.

Book Collection

BOUND volumes in the library at the end of 1918 totalled 138,521 compared with 97,088 at the beginning of 1914. Of the additions 29,043 were placed in the branches. Only 12,390 were added to the Main Library. Straightened finances have materially reduced the amount available for the purchase of new books for the Main Library. An inventory was taken in 1914, the first for ten years. In this inventory many missing volumes were recorded. New inventory was begun in 1918 but was not completed. Books found missing in both inventories were counted as lost and deducted from the record. As soon as the new inventory is completed an additional large number of deductions will have to be made, thus reducing materially the figures of the total number of books in the collection.

The Problem of Dead Books

IN any library as old as this there will be found a large number of books which have long ago passed their usefulness. In many cases the books are in bad condition and should be withdrawn for that reason alone. In other cases the books are in good physical condition but have been superseded by other and better books on the same subject, or by new editions. The cost of keeping these practically worthless books is considerable. They must be regularly cleaned, straightened on the shelves and inventoried. In many cases they have not been recatalogued and if they are to be continued in the collection they doubtless should be recatalogued.

It is impossible to say what the total number of such books is in this library but it probably approximates 5,000. A stringent weeding out of the worthless material would be in the line of economy and in accordance with a practice which is rapidly coming into vogue in other public libraries which have the reputation for maintaining a collection of live books. The great reference libraries of the country will continue to keep indefinitely practically every book which comes into their possession, but the average public library, if it is not to be hampered and encumbered in its work, should discard freely books that have really passed their usefulness.

The system of inter-library loans makes it possible for us to borrow any out of date or out of print book from other libraries when necessary. We are now borrowing freely from the Library of Congress and the University of Michigan books which are not in our collection and which it is inadvisable for us to purchase.

Publicity

ACTIVE publicity work has been carried on as constantly as time has allowed. Miss Kountz continued her regular weekly articles in the Sunday "Times" and contributed more or less regularly to the "Blade". News items have been sent in to all the newspapers frequently and much publicity has resulted from the visits of reporters looking for news.

LIBRARY WEEK 1916

Toledo received nation-wide publicity through the staging of "Library Week" during the first week in March, 1916. The campaign was projected and carried out by the public library committee of the



INTERIOR OF JERMAIN BRANCH

Toledo Commerce Club and was financed by that organization. The campaign had for its object the concentration of interest upon the Public Library in order to make the Public Library and its work better and more favorably known to the citizens of Toledo. Articles describing "Library Week" appeared in various library and civic periodicals. It was also remarked upon at length in the report of the United States Bureau of Education for 1916. A complete account of "Library Week", written by the librarian, was published in "Public

Libraries" for May, 1916, so it is not necessary to go into more complete detail here.

Other means of advertising the library and its work have been used as opportunity presented itself. The librarian and Miss Kountz have spoken frequently at various kinds of meetings. The usual book lists on special subjects have been printed on the multigraph and distributed. Window displays in down town stores and especially in the Guardian Bank, have called attention to the library's work. We have also taken advantage of signs and book lists printed co-operatively or by library supply houses, to further the use of our material.

LIBRARY POSTERS

Inside the library the display of books on special subjects has been greatly promoted by the excellent poster work of various members of the staff. This work has been frequently praised by visitors from other libraries, and, I feel sure, cannot be surpassed by work done in any other public library.

Publicity for the library is doubtless in its early stages. It is as important that the library's resources be known as it is that the library should gather and make available printed material. Some libraries are already beginning to use paid advertising space in the newspapers; others even employ publicity experts who devote full time to the job. In the future every library will no doubt provide in its budget for regular and systematic publicity work.

NEWSPAPER SPACE

Mention of the publicity given the library in Toledo would be incomplete without a word of cordial appreciation for the courtesy of the editors of the three Toledo dailies and the various weekly newspapers in placing library items in their news columns.

Mr. Wendell Johnson, secretary of the City Commission of Publicity and Efficiency, has also co-operated closely in library publicity, writing many articles for the City Journal and sending some articles to journals of national circulation. The publication of this report by the Commission of Publicity and Efficiency is also done through Mr. Johnson's helpful co-operation.

Staff Training

EXPANSION of the service and the usual vacancies caused by resignations have made it necessary to make a considerable number of additions to the staff. To prepare these new assistants, training classes have been conducted in 1915, 1917 and 1918. Previously the number of new assistants required each year did not make it advisable or necessary to organize training classes. New assistants were trained by the apprentice system, gaining a knowledge of library methods gradually through practical experience and individual instruction from heads of departments and those with whom they worked.

The first training class was selected by examination and consisted of five students, including two who were already on the substitute roll. Four of these students are still on the library staff, the fifth having accepted a position as librarian at Perrysburg. The instruction of the first training class consisted of about four hours class work a week given by the librarian.

In order to prepare a sufficient number of new assistants for the new branches a class of 17 students was organized, beginning January, 1917, and lasted for five months. Miss Jessie Welles, for sixteen years superintendent of circulation in the Carnegie Library of Pittsburgh, was director of the training class. The instruction occupied 15 hours a week with practice work in the library supplementing the instruction. The expense of tuition was borne by the students, a fee of $35.00 for the course being charged. This is the first time in my knowledge that tuition has been charged for a library training class. The reason for the charge of tuition was the financial condition of the library. The tuition fee seemed to work no hardship and may indeed have increased the earnestness of the students. Of the 17 students who completed the course 14 still remain on the library staff.

In 1918 the smaller number of new assistants needed made it inadvisable to retain a special instructor and the course was again conducted by the librarian. Eight students completed the course, of whom seven are now on the staff of the library. The time of instruction was 10 hours a week with the usual amount of practice work, and the length of the course four months.

The director of children's work conducted a course in library work with children for library assistants already in the service. The class included two assistants from each branch and three from the Main children's room. Classes were held two mornings each week beginning Nov. 9, 1918. The course continued into 1919 and ended May 1.

The regular instruction for each class was supplemented by lectures by outside speakers who represented various activities in the City, social, educational, commercial and civic. The chief purpose of these lectures was to give a more complete knowledge of the community to the students. The lecturers gave freely of their time and effort for this work. We are especially indebted to Mr. George W. Stevens, of the Museum of Art; Miss Josephine Leach, director of the Normal Training Class, and Mr. J. St. Clair Mendenhall, chief executive of the Boy Scouts, for extended courses of lectures to our students.

A Plan for Future Training

Beginning in the fall of 1919 a vocational course in library work will be conducted by the Board of Education in the public schools. Although final plans have not been made, the course will probably be a fifth year high school course, open only to high school graduates, or to those who have an equivalent or more of general preliminary training. Certain courses most needed in the preparation for library work will henceforth be prescribed in the high school curriculum for those intending to take the library course. Thus students will enter upon this course after a well-considered decision to take up library work and after having taken courses best adapted to their needs. A qualified instructor in library science will be employed by the Board of Education and will work in close co-operation with the library. Practice work will be given in the library. The Library Board will accept graduates of this class for the library service on sufficient evidence of competency or by examination. Training classes conducted by the library will henceforth be unnecessary.

The Library As a Meeting Place



REQUENT use has been made both of the Main and branch libraries for committee and club meetings of various kinds. The special reference room in the Main building, and the auditoriums and club rooms in the branches have been found convenient as places of meeting for civic, educational, patriotic and other organizations. The branch auditoriums in some districts have filled a decided need and have been constantly used while in other districts already supplied with halls the use has been small.

War Work of the Library

THE library has been active, as have other libraries in the country, in contributing to the successful issue of the Great War which has just terminated. Within the library we have purchased and circulated all the best books on the war and have co-operated with the schools and the teachers in gathering and spreading information on the war among the pupils. We have displayed the posters for the Liberty Loan, Red Cross and other campaigns. We have made special displays of books on food and food conservation, distributing large quantities of literature published by the Food Administration. We



LOCKE BRANCH, SHOWING ADULT ROOM AND STAIRWAY TO MEZZANINE

have sold thrift stamps in large quantities. We have published and distributed recommended war recipes in large quantities. Three of the branch libraries were headquarters for the Liberty Loan and War Chest organizations of their wards. Throughout all the campaigns frequent meetings were held in the branch library auditoriums and the club rooms were given over to the Liberty Loan and War Chest workers for offices. The branch libraries also served as headquarters

for some of the Red Cross Auxiliaries who brought in their sewing machines and did all their work in the library buildings.

The library has co-operated with the American Library Association in Library War Service work from the beginning. With the aid of the Commerce Club, Toledo raised $5,527.05 for the first financial campaign for books for soldiers in September, 1917. The drive for gifts of books for the same purpose brought more than 20,000 books to the library. These books were sorted, prepared for use and shipped to camps and overseas in accordance with instructions from A. L. A. Headquarters. Each book was stamped "The Gift of a Citizen of Toledo, Ohio". Books which were unsuitable for use were destroyed and sold as waste paper and the proceeds turned over to the American Library Association. In this campaign the Boy Scouts aided in the collection of books. For the second financial campaign in November, 1918, it was unnecessary to hold a drive in Toledo as Toledo's share was contributed through the War Chest. Through the courtesy of the Library Board at the request of the American Library Association the librarian was given leave of absence for four months from June 1st to September 30th, 1918, to serve as camp librarian at Great Lakes Naval Training Station. The librarian has also served in the capacity of supervisor for the American Library Association for the S. A. T. C. in Toledo and at Camp Perry, Ohio. Individually the library staff have contributed to the various financial campaigns, bought Liberty Bonds and thrift stamps to their full ability, helped enthusiastically in the collection and preparation of the gift books, and have in other ways contributed largely to the war work of the library.

Books on the war have been in great demand and have throughout been placed in a special display section of the shelves where they were easily accessible. Books containing pro-German propaganda, or books calculated in any way to act unfavorably on the morale of citizens, have been eliminated from circulation. It has not been deemed advisable to remove books in German from the shelves merely because they were printed in the German language. An effort was made and carried out as far as possible to supply books needed by men about to enter the service, and such books had large use.

Finance



LIKE all other departments of the City Government, the library has encountered great difficulty in financing its activities. Special legislation has been necessary at various times to enable us to carry on normal operations. Supplementary tables give the detail of expenditures and receipts. Here it is necessary only to mention the chief difficulties and how they have been met.

At the end of 1914 there was in the library fund a cash balance of $17,039.50 which had gradually accumulated from the surplus of receipts over expenditures since 1910. It had been the purpose of the Library Board to use this cash balance to complete the equipment of the annex to the Main building, supplementing the bond issue of $25,000 voted by the council in 1913 for the building of the annex. In making the levies for 1915 the City Administration and the Budget Commission taking this cash balance into account as a possible operating fund levied only $5,804.43 for library operation. At this time the library was without a librarian and was not represented at the meeting of the Budget Commission.

The completion and equipment of the annex and the remodelling of the old building was therefore financed by a new bond issue of $30,000, voted by the City Council. The further deficit in the operating fund created by the ridiculously small levy was met by certificates of indebtedness for $8,000.

The levy for 1916 was again totally inadequate and yielded from tax receipts only $15,127.14. This deficit was again taken care of by loans on certificates of indebtedness which were later refunded by the "general deficiency" bond issue for $850,700, approved by the people in November, 1916.

In 1917, because of the contemplated opening of the branch libraries, a more adequate tax levy was made, yielding $42,714.54. As the branches were not opened until the end of the year the expenditures were this time considerably less than the income, leaving a balance in the library fund. This cash balance was more than absorbed by the transfer of $15,000 from the library fund to the safety department fund, in order to relieve an acute situation there.

In 1918 the levy was again inadequate, yielding only $32,026.59. As the necessary expenses had been greatly increased by the opening of the branches the City appropriation again exceeded the anticipated revenues. To keep down the deficit, at the Mayor's request, the board voted to pay for all new books and binding out of trust funds. New books for the Main Library were bought from the Kent Fund and all binding was paid for from the Mott Fund. A bond issue for $25,000, voted by council in 1917, provided for the branch book purchases in 1917 and 1918.

Tax Levy Vote

COUNCIL was requested in 1916 to submit to the vote of the people a levy of 25/100 of a mill for library purposes, to be made outside of the ten mill limitation of the Smith Law. Precedent for such authorization of special levies had frequently been set by the County but the City had on no other occasion taken advantage of this law to secure additional revenues. Chiefly because of the two recent unsuccessful attempts to secure an affirmative popular vote on the deficiency bond issue we failed to secure the necessary two-thirds majority of the council, and the measure did not go to the voters.

In 1917 the same request was again made of council and this time was unanimously approved. At the November election the people voted against the measure by a narrow margin, with the vote standing 19,063 for and 20,466 against the measure. Very little effort was made to secure sufficient publicity, and lack of understanding of the measure doubtless caused its defeat.

A third and successful attempt was made in 1918. This time through an active and aggressive publicity campaign the measure was more thoroughly understood. That public sentiment had been favorably stimulated by the opening of the branch libraries was shown by a decisive reversal of the vote in the branch districts. The vote by wards at each election shows the extent to which the branch library service affected the vote. The branches serve chiefly the following wards: Jermain, wards 1 and 2; Kent, wards 3, 4 and 7; Mott, wards 9 and 10; South, wards 12 and 13; Locke, wards 14, 15 and 16.

LIBRARY LEVY VOTE

	1917		1918	
	For	Against	For	Against
Ward 1	1,141	1,424	1,532	760
" 2	1,080	1,124	1,134	637
" 3	749	1,451	969	814
" 4	1,937	1,401	2,258	716
" 5	1,427	948	1,543	476
" 6	979	672	909	285
" 7	2,370	1,188	2,668	595
" 8	1,844	1,892	2,259	1,021
" 9	1,269	1,612	1,695	811
" 10	450	1,123	654	629
" 11	889	1,127	1,036	613
" 12	1,157	1,304	1,364	734
" 13	1,486	1,711	1,886	943
" 14	828	1,364	1,141	768
" 15	1,071	1,410	1,377	787
" 16	385	721	526	365
Total	19,062	20,472	22,951	10,954
Majority against—1,409			Majority for—11,997	

This levy will be effective for five years beginning in 1920, and will yield 2/10 of a mill on the City duplicate, the probable yield in

1920 being about $80,000. The yield will gradually increase with the increase of the duplicate. The levy is of course subject to reduction by the Budget Commission, but it is unlikely that the action of the people will be upset by that body.

Trust Funds

ON the advice of the State Examiner of Accounts the library trust funds have been carefully set up in a specially devised trust fund account book. Because of the urgent financial need of the library considerable use has been made of the trust fund resources.

The McKINLEY FUND turned over to the library as a residue of the amount raised by the McKinley Monument Association, consisted originally of $572.16. The balance of this fund,



LITTLE CHILDREN'S ALCOVE AT LOCKE BRANCH

amounting to $388.13 in 1914, was spent in 1915 for the purchase of children's books, for which it was given.

The MOTT TRUST FUND, amounting January 1st, 1914, to $9,429.67, has been used for various purposes, chiefly in supplementing the Carnegie Fund for the branch library buildings and grounds, and in paying for the rebinding of books during 1918 when the City made no appropriation for this purpose. The balance remaining in this

fund at the beginning of 1919 was $2,424.65.

The KENT FUND which was given exclusively for the purchase of books was almost the whole resource of the library for book purchases for 1918. From this fund the Library Board bought bonds of the Third and Fourth Liberty Loans amounting to $20,000. The cash balance in the Kent Fund at the beginning of 1919 was $476.51. In addition to the $20,000 in U. S. bonds, the board holds 25 shares Bostwick-Braun preferred stock par value $2,500, so that the total value of the Kent Fund is now about $23,000.

RENTAL FUND. Early in 1916 $500 was set aside from the Mott Trust Fund for the purpose of establishing a fund for rental books. All expenditures for rental books have been made out of that fund and receipts from book rentals have been returned to the fund. Book purchases and rentals have approximately balanced each other. Rental books are accessioned in the usual way and turned over to the regular collection without further formality as soon as they have become inactive on the rental shelves or have been sent to the bindery.

CARNEGIE GIFT

Early in 1915 the City Council accepted the offer of the Carnegie Corporation of $125,000 to provide five branch library buildings. Sites for the buildings were provided for by a bond issue of $40,000. Contracts for building and furnishing the branches were kept within the $125,000 allowed and final settlement was made with the Carnegie Corporation with a balance of $1,614.48. Considering the results achieved a very creditable showing was made.

Printing and Supplies

PURCHASE of a multigraph at the end of 1914 made it possible for us to print within the library practically all forms and printed material regularly used. By the use of plates and a power printing attachment the work is nearly equal to that done by printers and is entirely adequate for our use. With the exception of some jobs for record books not a single printing job has been sent out from the library since the purchase of the multigraph. It is impossible to arrive at the amount of money saved, but it has been considerable. High school boys have been used as multigraph operators and have proved fairly competent at small expense.

Since the new City Charter became effective in January, 1916, all purchases of supplies other than books have been made through the City Purchasing Division. Although this method in the beginning caused considerable delay in deliveries, it seems on the whole to be working out satisfactorily. In many cases no doubt better prices are secured by the City Purchasing Division than could be secured by the library direct. Occasionally the quality of the goods delivered

is not all that could be desired, but satisfactory adjustments are usually made.

All requisitions for supplies now go to the Library Board for approval before being sent on to the Purchasing Division. Within the library supplies are now carefully kept and issued to library departments on requisition only. No one is permitted to take supplies from the supply room except the supply clerk and every piece is carefully accounted for on an inventory record. This method enables us to keep close check on what is used and also to know what and when new supplies will be needed.

The Library Staff

MANY changes have taken place in the personnel and assignments of the staff. After nearly 25 years of service Miss Sara Kountz, superintendent of circulation, resigned in June, 1918, and was married to Mr. Gotthard Diethelm. Miss Kountz's withdrawal is a distinct loss to the service, felt by many who have become accustomed to rely upon her help and judgment in the selection of their reading. Miss Luella Stollberg, children's librarian since 1912, and a valued member of the staff, resigned in 1916 and was married to Mr. Oscar Leach. Miss Caroline Wales, reference librarian, has, because of serious illness, been absent from her duties since October, 1916, to the sincere regret of her colleagues. Miss Gassaway has efficiently conducted the department in her absence. Miss Ainsworth, who formerly combined the work of librarian's secretary and order clerk, is now chief of the order division.

The branch libraries have been placed in charge of tried and experienced members of the staff. Miss Grace Robb, formerly first assistant in the circulating department, became librarian first of Glenwood Branch and later of Kent Branch. Miss Luella Gilson, who succeeded Miss Robb in the circulating department, was placed in charge of Mott Branch. Miss Emma Crowell and Miss Daisy Terry, who had been associated in the catalogue department, were placed in charge of Locke and South Branches, respectively. Miss Helen Bothwell, who had succeeded Miss Stollberg as children's librarian, became librarian at Jermain Branch and Miss Helen Welker was appointed librarian of the Main children's room. Miss Mary Kesler, appointed first assistant in the Main circulating department, has effectively administered the department since Miss Kountz's resignation.

Other resignations include Miss Lillian Conner, married to Mr. George Killian. Miss Frances Jones, now Mrs. Nicklet, was granted leave of absence for several months during which she served in the New York Public Library. She then returned to our staff as first

assistant at Jermain Branch. Miss Lillian Bemiss, married to Mr. Raymond Monteith, still remains on the staff.

The staff has been further strengthened by the appointments of Miss Winifred Riggs, chief cataloguer, in February, 1918, and Miss Ethel C. Wright, director of children's work, in August, 1918. Both of these department heads come to us well qualified for their work, having had college and library school training and some years of experience.

A list of staff members on another page shows the assignment to service on December 31, 1918.

SERVICE STANDARDS AND SALARIES

A definite step in advance was made by the adoption in 1916 of a graded salary schedule based on length of service and efficiency. Formerly salary adjustments were made at varying intervals and individual staff members were kept guessing as to when further changes would be made. The 1916 schedule fixed a $40 a month minimum after training class graduation. In July, 1918, because of war conditions and high living costs the schedule was revised to a $60 a month minimum. Further upward revision of the schedule is desirable as soon as financial conditions permit.

As salaries advance standards of service should advance correspondingly. Educational fitness and special training should be further emphasized and recognized in salary adjustments.

A weekly half holiday was introduced in 1915. As compared with other libraries our working hours numbering 38½ a week are very favorable. The comparatively small number of absences because of illness seems to justify completely our working schedule.

Library Associations & Meetings

AT the various meetings of the Ohio Library Association the library was represented by members of the Board of Trustees, the librarian, and members of the staff. The 1917 meeting of the Ohio Library Association was held in Toledo, and although the attendance was smaller than usual because of the war, the meeting was pronounced a success. The librarian was honored by the presidency of the Ohio Library Association for the year 1917-18. The librarian also attended the American Library Association Conferences at Asbury Park in 1916 and Saratoga Springs in 1918. He was elected a member of the Council of the American Library Association for 1915 to 1920.

In order to further the local interests of the library through acquaintance and association the librarian is a member of various local organizations, including the Commerce Club, Museum of Art, Northwestern Ohio Historical Society, Drama League, Toledo Advertising Club.

Program for Development

THE ideal of public library service is book service for the whole City. The general principle in developing branch library service is to place branches or equivalent library agencies not more than a mile apart. The opening of the five branch libraries has been the first great step in providing universal book service for the people of Toledo. Large districts are, however, still without library facilities except as they are provided for the children through the classroom libraries in the schools.

As it is impracticable for the City to build and maintain as many branch libraries in separate buildings as would be necessary to provide universal library service, other means of attaining this end must be found. As this report goes to press an agreement is being concluded between the Board of Education and the Library Board for the placing of branch library rooms in new school buildings in neighborhoods not now supplied with library service. These branch libraries in schools will be for community use and provided with outside entrances so that they may be used not only during but outside of school hours.

It is expected that not less than ten new school buildings will be built during the next ten years, most of which will be in districts not now served by the library. Library and school authorities will co-operate closely and correlate the development of the two systems. Any future building of branch libraries will be based on the school program.

The possibilities of adult deposit station work in Toledo have been scarcely touched. Deposits of books in industrial plants and other places where there are large numbers of employees can be established at small expense and with great results. Lack of books, the demands of the new branches and lack of automobile delivery have delayed our progress in this field. The next few years should show great development in this direction.

Other desiderata are the building up of our reference collections, and the development of special reference service for technical and business men.

Appreciation

WITHOUT the untiring effort and interest of the members of the Library Board who have without stint devoted their time to the upbuilding of the library, the progress of the library recorded in this report could not have been accomplished. To the City Council, the Mayors and other members of the City Government is also due in large measure credit for the work performed. Hearty interest and cordial support for the necessary financial legislation on the part of the committees of Council have made the progress of the library possible. To the members of the staff for their faithful service and diligence in carrying out the library service at times under trying conditions the librarian is most sincerely appreciative.

Respectfully submitted,

HERBERT S. HIRSHBERG,
Librarian.

TABLE I

HOME CIRCULATION OF BOOKS, 1914-1918

	1914	1915	1916	1917	1918
Main					
Adult.	179,669	184,228	175,062	191,927	161,201
Juvenile	104,637	100,173	92,191	96,941	72,370
Total	**284,306**	**284,401**	**267,252**	**288,868**	**233,571**
Deposits					
Adult.		840	2,335	2,006	3,558
Juvenile	86,422	87,338	73,575	92,792	69,052
Total	**86,422**	**88,178**	**75,810**	**94,798**	**72,610**
Glenwood					
Adult.		6,926	11,623	14,092	
Juvenile		19,888	24,577	28,888	
Total		**26,814**	**36,200**	**42,980**	
Jermain					
Adult.					22,290
Juvenile					37,164
Total					**59,454**
Kent					
Adult.					35,502
Juvenile					47,317
Total					**82,819**
Locke					
Adult.				1,993	33,883
Juvenile				6,765	56,361
Total				**8,758**	**90,244**
Mott					
Adult.					26,614
Juvenile					57,877
Total					**84,491**
South					
Adult.					32,911
Juvenile					54,039
Total					**86,950**
TOTALS					
Adult.	179,669	191,994	189,020	210,018	315,959
Juvenile	191,059	399,393	190,343	225,386	394,180
GRAND TOTAL	**370,728**	**399,393**	**379,362**	**435,404**	**710,139**

1—Glenwood opened Apr. 20, 1915.
2—Jermain opened Jan. 7, 1918.
3—Kent opened Dec. 11, 1918.
4—Locke opened Dec. 5, 1917.
5—Mott opened Jan. 3, 1918.
6—South opened Jan. 16, 1918.

TABLE II

REGISTRATION 1914-1918

BORROWERS' CARDS IN FORCE AT END OF EACH YEAR

	1914	1915	1916	1917	1918
MAIN					
Adult.	17,005	18,048	19,144	21,411	20,951
Juvenile	8,404	8,318	9,516	10,055	9,065
Total	**25,409**	**26,366**	**28,660**	**31,466**	**30,016**
GLENWOOD					
Adult.		411	709	988	
Juvenile		749	1,111	1,578	
Total		**1,160**	**1,820**	**2,566***	
JERMAIN					
Adult.				1	1,084
Juvenile				111	1,357
Total				**112**	**2,441**
KENT					
Adult.					1,943
Juvenile					2,522
Total					**4,465**
LOCKE					
Adult.				385	1,627
Juvenile				927	2,252
Total				**1,312**	**3,879**
MOTT					
Adult.					1,462
Juvenile					2,571
Total					**4,033**
SOUTH					
Adult.					1,605
Juvenile					2,115
Total					**3.720**
TOTALS					
Adult.	17,005	18,459	19,853	22,785	28,672
Juvenile	8,404	9,067	10,627	12,671	19,882
Total	**25,409**	**27,526**	**30,480**	**35,456**	**48,554**

Registration period, three years.

* Glenwood cards transferred to Kent, December, 1917.

TABLE III

FINANCIAL STATEMENT

RECEIPTS FROM CURRENT REVENUES

	1914	1915	1916	1917	1918
Cash Balance	$16,769.46	$17,382.75	$ 993.03	$ 3,031.03	-$ 1,778.24
Taxes	28,418.34	5,804.43	15,127.14	42,714.54	32,026.59
Fines	1,553.57	1,538.37	1,910.97	2,172.49	2,232.54
Rentals	664.22	448.78	*88.25		
Lost Books	104.18	59.01	104.55	127.41	99.64
Books Sold	5.00				
Miscellaneous	18.75	134.42	21.49	156.55	52.61
Non-resident Fees.			20.81	29.50	16.00
Printing			81.37		
Loans		8,000.00	15,100.00		
Total	**$47,533.52**	**$33,367.76**	**$33,447.61**	**$48,231.52**	**$32,649.13**

EXPENDITURES FROM CURRENT REVENUES

Librarian	$ 1,550.00	$ 2,400.00	$ 2,700.00	$ 2,700.00	$ 2,850.00
Asst. Librarians	15,071.50	16,915.13	13,388.72	17,831.12	30,869.45
Other Employees			3,398.67	2,247.50	4,606.97
Office Supplies	474.94	284.64	817.30	872.06	953.13
Fuel			**88.10	1,983.07	†4,441.10
Cleaning			218.21	233.41	295.78
Other Supplies			411.74	475.52	553.86
Telephone			202.36	216.59	433.26
Light & Power			759.81	822.66	1,377.60
Other Contractual Service	4,853.75	4,199.50	1,690.43	227.15	263.15
Maintenance—	(Grouped together under Incidentals in 1914, 1915)				
Buildings			86.99	109.29	802.82
Furniture				17.90	38.94
Books			1,631.81	1,371.19	‡244.31
Other Equipm'nt			19.48	49.05	80.18
Grounds				407.79	50.69
Contingent	66.43		768.67		
Interest				1.17	
Insurance				432.40	810.07
Outlay—					
Furniture	406.61	133.43	432.36	5.35	92.70
Books	7,997.54	5,984.97	3,684.39	4,989.81	¶
Other Equipm'nt			72.74	16.73	189.30
Lands & Buildings		2,457.06			
Total Operating Expenditures	**$30,150.77**	**$32,374.73**	**$30,416.58**	**$35,009.76**	**$48,953.31**
Transfer to Safety Fund				15,000.00	
				$50,000.00	
Cash Balance or Deficit	17,382.75	993.03	3,031.03	-1,778.24	-16,304.18
	$47,533.52	$33,367.76	$33,447.61	$48,231.52	$32,649.13

Classification of accounts changed in 1916.

*—Rental fund established as separate fund, March, 1916.

**—Heat included under Other Contractual Service in 1916.

†—Includes $285.50 of 1917 fuel bills.

‡—Balance of 1917 binding paid in 1918. There was no city appropriation for books or binding in 1918. Binding was paid from Mott Fund.

¶—Book Fund supplemented by expenditures from Trust Funds and Bond Issue. (See later table.)

TABLE IV

BUILDING OPERATIONS
MAIN BUILDING-ANNEX AND REFURNISHING OLD BUILDING

RECEIPTS		
1914 Bond Issue	$25,000	
1915 Bond Issue	30,000	
Total Receipts		$55,000
EXPENDITURES		
1914	$14,777.85	
1915	40,222.15	
Total Expenditures		$55,000

Supplemented by expenditure in 1915 of $2,457.06 from City appropriation.

CARNEGIE FUND—BRANCH LIBRARIES		
Total amount of gift		$125,000.00
EXPENDITURES		
Jermain Branch	$24,437.55	
Kent Branch	25,823.01	
Locke Branch	22,587.66	
Mott Branch	25,372.41	
South Branch	25,164.89	
Total Expenditures		$123,385.52
Balance not used		1,614.48
		$125,000.00

TABLE V

EXPENDITURES FOR BOOKS
SUPPLEMENTING CURRENT CITY APPROPRIATIONS

	1915	1916	1917	1918
McKinley Fund	$ 403.79			
Mott Fund	235.62	$1,354.70		
Kent Fund	367.50	300.69		$3,981.83
Bond Issue for Branch Books			$19,457.27	5,306.21
Total	$1,006.91	$1,655.39	$19,457.27	$9,288.04

Note—Balance in Bond Issue Fund Dec. 31, 1918, $236.52.

TABLE VI

BOOK COLLECTION—TOTALS INCLUDING ADULT AND JUVENILE, CIRCULATING AND REFERENCE

	1914	1915	1916	1917	1918	5 yrs.
On hand Jan. 1, catalogued	78,959	81,943	85,182	89,450	110,730	
Additions	6,398	5,756	5,554	**22,406	11,237	51,351
Deductions	3,414	2,517	1,286	1,119	3,481	11,817
Net Gain	2,984	3,239	4,268	21,287	7,756	39,534
Total Catalogued	81,943	85,182	89,450	110,737	118,493	
*Available but not catalogued, Jan. 1	18,129	18,629	18,906	19,289	19,557	
Periodicals added	300	192	183	68	271	
Music rolls deducted		115				
Documents added	200	200	200	200	200	
Available, Dec. 31	18,629	18,906	19,289	19,557	20,028	
Grand Total, Dec. 31	100,572	104,088	108,739	130,294	138,521	

*This includes 7,549 bound periodicals, 8,830 government documents, 1,750 music rolls. Since 1913 no strict count of documents has been kept. The library is a depository library and about 200 volumes are received each year making an estimated total of 1,000 for five years.

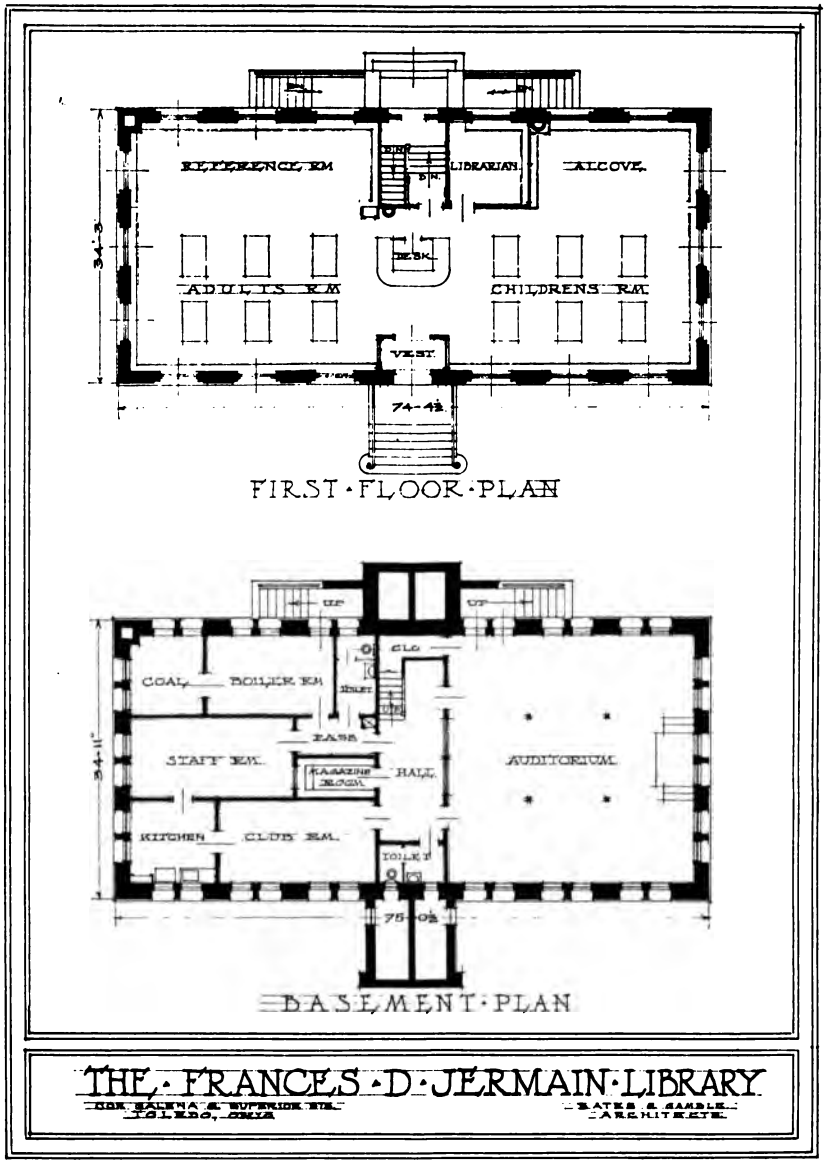
**Includes books for new branches.

BOOK COLLECTIONS—TOTALS BY PLACE

	Main	Sch. D.	Jerm.	*Kent	Locke	Mott	South	Totals
On hand Dec. 31, '16	74,791	12,010		2,649				89,450
Added, 1917	2,862	327	4,043	2,795	4,245	4,079	4,055	22,406
Deducted, 1917	885	146		88				1,119
Net Gain	1,977	181	4,043	2,707	4,245	4,079	4,055	21,287
On hand Dec. 31, '17	76,768	12,191	4,043	5,356	4,245	4,079	4,055	110,737
Added, 1918	3,258	547	1,271	1,205	1,541	1,688	1,727	11,237
Deducted, 1918	2,013	1,301	37	68	17	9	36	3,481
Net Gain	1,245	−754	1,234	1,137	1,524	1,679	1,691	7,756
On hand Dec. 31, '18	78,013	11,437	5,277	6,493	5,769	5,758	5,746	118,493

*On April 20, 1915, a branch library was opened in the Glenwood School. 499 books were transferred from the Main Library collection. This branch was closed when Kent Branch was opened, the book collection being used as the nucleus of the Kent collection.




REFERENCE RM.
LIBRARIAN
ALCOVE
DESK
ADULTS RM.
CHILDRENS RM.
VEST.
74-4½
34-3
FIRST FLOOR PLAN
UP
UP
COAL
BOILER RM.
DUMB
ELEC.
FANS
STAFF RM.
MAGAZINE ROOM
HALL
AUDITORIUM
KITCHEN
CLUB RM.
TOILET
75-0½
34-11
BASEMENT PLAN
THE FRANCES D JERMAIN LIBRARY
TOLEDO, OHIO
ARCHITECTS



Frances D. Jermain Branch

Location: Galena and Superior Streets.

Dimensions: Lot 120 x 80. Building 75′ x 34′ 11″.

Construction: Foundation, brick and hollow tile. Floor, reinforced concrete, G. F. steel tile. Exterior, red face brick with Buff Bedford stone trimmings. Roof, composition. Heating, low pressure steam, Bryant gas boiler, Minneapolis regulation. Ventilation, natural. Lighting, semi-direct. Woodwork, red oak.

Cost of Lot: $5,000, City of Toledo.

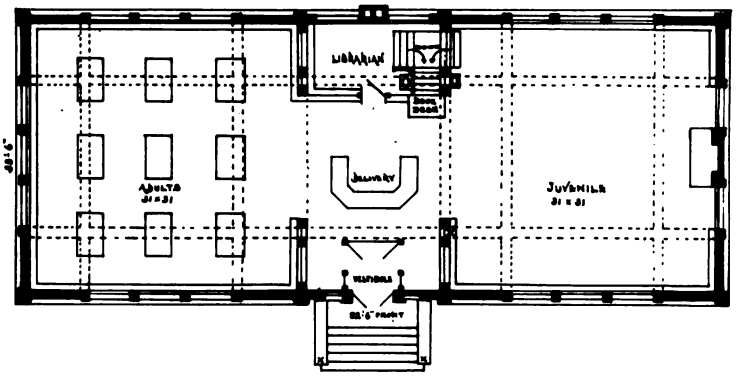
Cost of Building: General contract, $15,910.97. Heating, $1,515. Plumbing, $993. Lighting fixtures, $708.34. Shelving and furniture, $2,645.31. Total, $24,437.55, Carnegie gift.

Architects: Bates and Gamble.

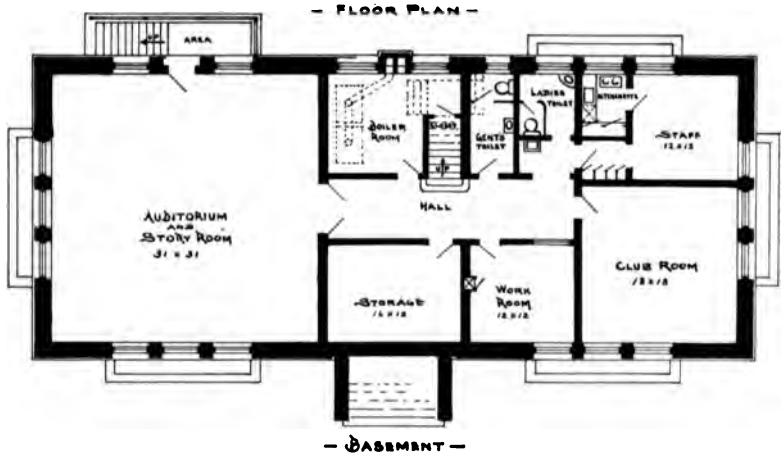
Circulation for 1918: 59,454 books.

Date of Opening: Jan. 7, 1918.

Note—Furniture contracts for five branches let together and divided by five to arrive at this figure. Other contracts included in total but not itemized.



— FLOOR PLAN —



— BASEMENT —

THE ELIZA M. KENT — BRANCH LIBRARY

TOLEDO, OHIO.

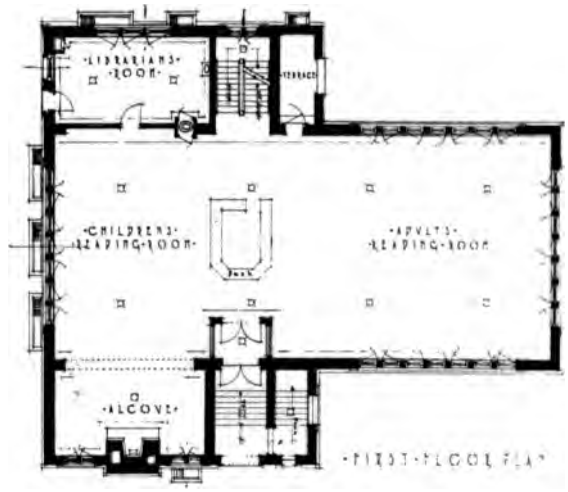
COR. COLLINGWOOD AND CENTRAL AVES.

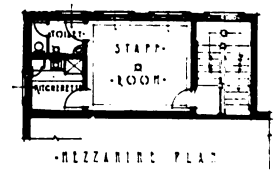
— L.G. WELKER, ARCHITECT. —

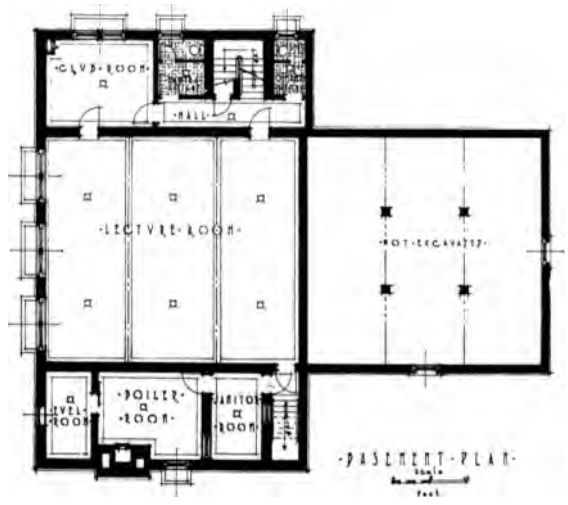


Eliza Kent Branch

Location: Collingwood and Central Avenues.
Dimensions: Lot, 120 x 200. Building, 82′ 6″ x 33′ 6″.
Construction: Foundation, concrete. Floor, timber. Exterior, Naples yellow brick, trimmed with terra cotta. Roof, red tile. Heating, low pressure steam, Bryant gas boiler, Minneapolis regulation. Ventilation, natural. Lighting, semi-indirect. Woodwork, white oak.
Cost of Lot: $13,062.57, City of Toledo.
Cost of Building: General contract, $16,691. Heating and plumbing, $3,160. Lighting fixtures, $556.89. Shelving and furniture, $2,645.31. Total, $25,823.01, Carnegie gift.
Architect: L. G. Welker.
Circulation for 1918: 82,819 books.
Date of opening: Dec. 11, 1917.


LIBRARIAN'S ROOM
TERRACE
CHILDREN'S READING ROOM
ADULTS' READING ROOM
ALCOVE
FIRST FLOOR PLAN


TOILET
STAFF ROOM
KITCHENETTE
MEZZANINE PLAN


CLUB ROOM
HALL
LECTURE ROOM
BOILER ROOM
JANITOR'S ROOM
BASEMENT PLAN



David R. Locke Branch

Location: Main and Greenwood Streets.

Dimensions: Lot, 79.28′ x 90′. Building, 69′ x 58′ 10″.

Construction: Foundation, brick and hollow tile. Floor, reinforced concrete, G. F. steel tile. Exterior, red face brick with stone trimmings. Roof, red tile. Heating, low pressure steam. Bryant gas boiler, National regulation. Ventilation, direct. Lighting, semi-indirect. Woodwork, red oak; basement and mezzanine, Georgia pine.

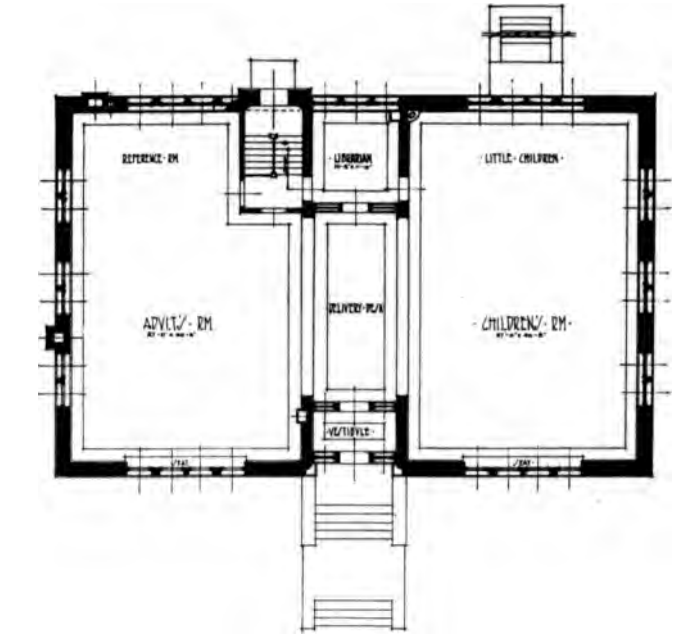
Cost of Lot: $6,100, City of Toledo.

Cost of Building: General contract $14,478.50. Heating, $1,694.50. Plumbing, $885. Lighting fixtures, $636.69. Shelving and furniture, $2,645.31. Total, $22,587.66, Carnegie gift.

Architect: M. M. Stophlet.

Circulation for 1918: 90,244 books.

Date of Opening: Dec. 5, 1917.



MAIN FLOOR PLAN



BASEMENT PLAN



Anna C. Mott Branch

Location: Dorr and Forest Streets.

Dimensions: Lot, 96 x 127. Building, 69′ 2″ x 43′ 10″.

Construction: Foundation, brick. Floor, reinforced concrete, G. F. steel tile. Exterior, red tapestry brick with Buff Bedford stone trimmings. Roof, slate. Heating, low pressure steam, Bryant gas boiler, Minneapolis regulation. Ventilation, indirect. Lighting, semi-indirect. Woodwork, white oak.

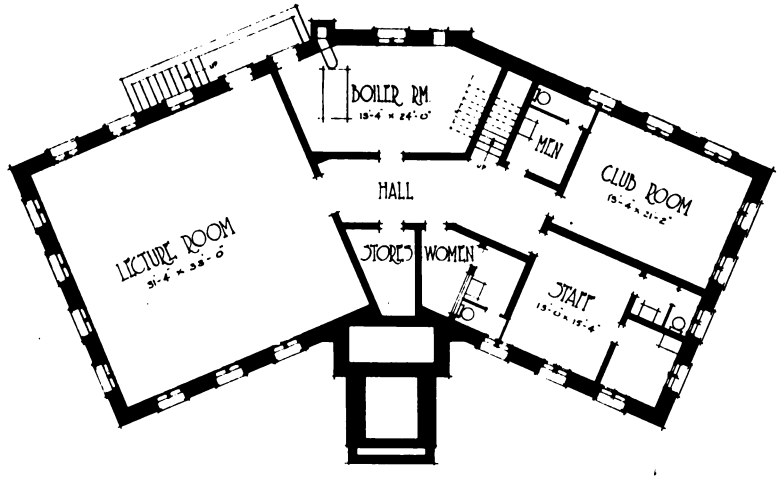
Cost of Lot: $5,900, City of Toledo.

Cost of Building: General contract, $15,770.20. Heating and plumbing, $3,500. Lighting fixtures, $503.39. Shelving and furniture, $2,645.31. Total, $25,372.41, Carnegie gift.

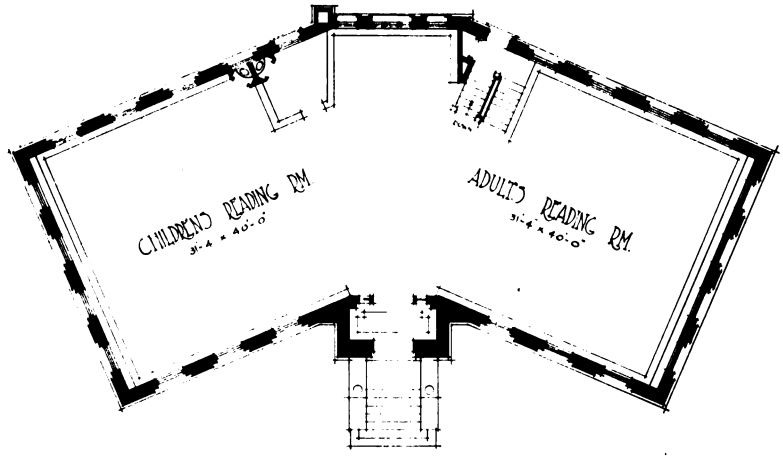
Architect: Bernhard Becker.

Circulation for 1918: 84,491 books.

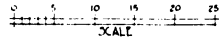
Date of Opening: Jan. 3, 1918.



BASEMENT PLAN



MAIN FLOOR PLAN



SOUTH END BRANCH LIBRARY
TOLEDO OHIO
DAVID L. STINE & SON, ARCHITECTS.



South Branch

Location: Broadway and Langdon Street.

Dimensions: Lot, irregular, 163.5′ on Broadway, 164.85′ on Langdon. Building, irregular, axis 88′ 8″ x 34′ 10″ (width of wings).

Construction: Foundation, concrete. Floor, reinforced concrete, G. F. steel tile. Exterior, red shale face brick with gray sandstone trimmings, cornice of galvanized iron. Roof, Barrett specification composition. Heating, vapor, Bryant gas boiler, Minneapolis regulation. Ventilation, direct. Lighting, semi-indirect. Woodwork, white oak.

Cost of Lot: $9,750, City of Toledo.

Cost of Building: General contract, $16,782. Heating and plumbing, $2,558.67. Lighting fixtures, $594.69 (does not include outside standards). Shelving and furniture, $2,645.31. Total, $25,164.89, Carnegie gift.

Architects: David L. Stine & Son.

Circulation for 1918: 86,950 books.

Date of Opening: Jan. 16, 1918.





TOLEDO LEGAL PRINTING COMPANY
436 HURON STREET

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The Toledo Public Library

A Five Year Review
and A Look Ahead

Being the Report for the Years
1923-1927

TOLEDO, OHIO
1928



BOARD OF TRUSTEES

SIGMOND SANGER, 1918 —, *President*
NEVIN O. WINTER, 1916—, *Vice President*
MRS. E. F. BRUCKER, 1922— W. F. DONOVAN, 1922—
MRS. BEN JOHNSON, 1923— GEORGE W. PEARSON, 1922—
JOSEPH A. YAGER, 1926—
CARL VITZ, *Librarian and Secretary-Treasurer*, 1922—

(Members of the Board have served continuously from date shown.)

The Toledo Public Library is the Public Library of the School District of the City of Toledo which comprises an area somewhat larger than the municipality. The members of the Library Board are appointed by the Board of Education for terms of seven years, one term expiring each year. The Library Board is an independent body wholly responsible for the management and control of the Library. Meetings are held regularly each month. The Librarian is Secretary-Treasurer and executive officer.

LIBRARY DIRECTORY

Main Library, Madison at Ontario

CARL VITZ Librarian
JESSIE WELLES Assistant Librarian and Head of Circulating Department
ELIZABETH GASSAWAY Head of Reference Department
ETHEL C. WRIGHT Supervisor of Work with Children
RANDALL FRENCH (Resigned March 15, 1928) Head of Technology Department
MARGUERITE AINSWORTH Head of Order Department
WINIFRED RIGGS Head of Catalog Department
MARIE A. NEWBERRY Director of Library Training Class

BRANCH LIBRARIES

BIRMINGHAM—Genesee and Paine *Catherine Gorman*
HALE—Hale School, Shenandoah and Foster *Neita Livingston*
JERMAIN—Galena and Superior *Harriet Calkins*
*KENT—Collingwood and Central *Ida Knox*
LAGRANGE—LaGrange School, LaGrange and Erie *Louise Emery*
LOCKE—Greenwood and Main *Mary Kesler*
MCKINLEY—McKinley School, West Central and Upton *Margaret McCarthy*
MOTT—Dorr and Forest *Luella Gilson*
NAVARRE—Navarre School, Navarre and Kingston *Lida Hall*
OAKDALE—Oakdale School, Oakdale and East Broadway *Norma MacPhie*
SOUTH—Broadway and Langdon *Daisy Terry*
TOLEDO HEIGHTS—1728 Wayne *Elizabeth Mayberry*
WEBSTER—Webster School, Manhattan and Elm *Barbara Murphy*
WEST TOLEDO—Sylvania at Willys Parkway *Beth Cora Bunker*

*During 1927, the Library suffered a serious loss in the death of Miss Bertha Bayer, a member of the Kent staff for 10 years, and its librarian during the last two.



LIBRARIAN'S REPORT 1923—1927

This five year report is to acquaint Toledo with the activities of one of its vital educational institutions. Story and picture show that the work of the Library is an intregral part of our community life and that its many activities play a most important part in the cultural and intellectual growth of our city.

Reorganization

Probably the greatest step forward in the history of the institution since its first creation as a public library was taken January 1, 1923, when, by reorganization, the Library was changed from a municipal library to one serving the Toledo School District. This fundamental change in basic law, and in source and manner of income, little understood at the time, has become the invisible means of realizing the program of progress recorded in this report. Outstanding achievements are as follows:

(1) Branches increased in number from eight to fourteen;
(2) Technology department specializing in business and industrial needs;
(3) Hospital library service and four library stations;
(4) 70,000 volumes net gain in book resources;
(5) Half million more books issued;
(6) Library staff strengthened in numbers and efficiency.

The Place of the Public Library

Theodore Roosevelt has said "After the church and the school the free public library is the most effective influence for good in America." The public library brings to the living generation the best that has been conserved from the past and adds that of the present. It benefits the whole community from childhood to failing age. It serves alike the trained and the untrained, the artisan and the scholar. It is free. It makes no distinction of race, class or status. It is no party to prejudice and partisanship.

THE LIBRARY AT WORK

Technology and Business

Toledo, already strongly industrial, seems destined to become still more important in industry and commerce. The Library had long felt the need of organizing its work for business and technical men into a separate department. In 1926 when the old reading room was con-



Birmingham Branch, erected 1925.
It was opened in temporary quarters in 1920.

verted into a Technology department this need was finally met. Here are assembled for circulation and use within the Library, books and reference material on engineering, chemical technology, manufacturing, trades, business, advertising, accounting, and the natural sciences. Technical and trade magazines ranging from *Abrasive Industry* to *Zeitschrift des Vereines Deutscher Ingenieure,* arrive regularly with the current thought in their respective fields. All important government publications and much miscellaneous material, trade catalogs and directories, are received. At the close of 1927, 12,823 volumes, exclusive of government documents and bound files of periodicals, were at the command of the users of this department.

Present quarters and resources are small and conditions seriously crowded. In view of the almost limitless possibilities of such work in Toledo, we hope to see its resources and facilities so enlarged and the personnel so strengthened that substantial assistance can be given every one in Toledo faced with a problem in this field.



Books on Glass

Noteworthy cooperation was had in 1925 and 1926 from six of the leading glass industries of the city. $1,350.00 was contributed in amounts of $50.00 to $300.00 toward building up a special collection on glass. The companies contributing are: The Buckeye Clay Pot, The Edward Ford Plate Glass, the Libbey Glass Mfg., The Libbey-Owens Sheet Glass, The Owens Bottle Company and The Libbey Glass Co., Trust. Books and periodicals of unusual value in both the manufacture and decoration of glass are being purchased from this fund. Similar assistance would be welcome in the fields of the automotive trades, paint and varnish, petroleum and others. Centralized at the Public Library and properly indexed, such a collection will reach a maximum number of people—the rank and file as well as executives, while the permanent files of periodicals will be indispensable to the research chemist.

With Father Toledo's Children

A circulation of 759,734 books in 1927 out of a total of 1,576,503 reveals the importance of the work with children. Unfortunate, indeed, is the child who reaches high school age without coming in contact with good books. The Library believes, "As the twig is bent the tree's inclined," and that for this reason good reading habits should be part of early education. The classics of literature are the rich heritage of every boy and girl. The Library offers them in book and story form.

Every branch has its room for boys and girls and its children's librarian. Books for children are less ephemeral in character than those for their parents. Titles that appeal to one age have a new and on-coming public each year. Illustrated editions are most popular and attractive bindings are a necessity. A dingy or soiled book has little appeal no matter how good the story between its covers. Because of this and because of the harder usage they receive, frequent rebinding and replacing are necessary. About forty percent of a book fund of $40,000 is spent for children's books and of this about three-quarters for replacing worn out copies. Double this sum is really needed.

Story hours are held weekly in each branch during the school year. Children of all nationalities and in every section respond to tales of make-believe. Fairy stories appeal particularly to children of South European parentage. A most appreciative group of blind children listens to a story once a week at Jefferson School. St. Vincent's Hospital also is visited. Even when unable to sit up, the children are eager to be taken, bed and all, to story hour.

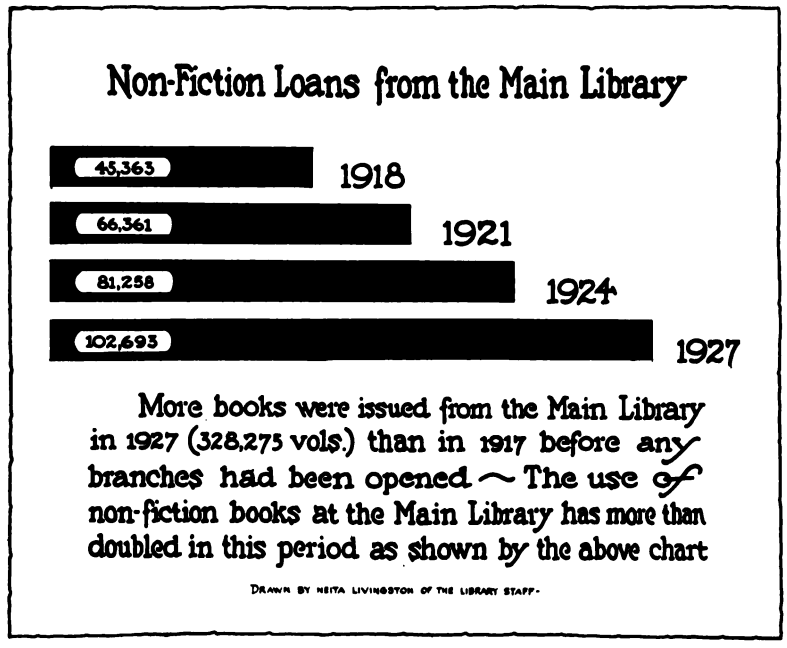
The Library message for children is spread in many other ways. Home visits are made; reading contests held; book clubs formed; book

reviews given; reading lists suggested; exhibits made up; plays directed; schools, churches and clubs visited, all in an effort to teach every boy and girl the beauty of good literature. To help still further, the Library suggests books to fathers and mothers for gift and home buying. Four thousand copies of a buying list of children's books, prepared by the Children's department and sponsored by the Toledo Woman's Club, were distributed.

From Grade School Through College

With fall's first day of school, preparations at the Library are well under way to supplement the class room instruction of 54,000 school children. Most of this work is with the grade schools, particularly those too far away to use a branch. Sets of books (306 sets in 1927) are sent to individual class rooms. These books are used for reference and reading during the school year and come back to the Library in June for repair and replacement.

Noticeable improvement in English work is reported by one principal as due to the work of the Library. Classes visit the Library regularly for reading and further acquaintance with its opportunities. That children may learn to use a library intelligently, class instruction in its use is given whenever desired by a principal.





Station in School Portable — Irving School.

Every evening and Sunday afternoon find Toledo University students from all parts of the city at work in the main building. They ask for material for themes, debates, case problems, and class assignments. In great number also come high school students with similar demands, and tax the Library's resources to capacity.

Teachers are cooperating more each year in making known to the Library in advance programs and assigned reading, thus making better service possible. Much yet needs to be done to make the Library of fullest value to teachers. Collections of maps, pictures, slides, and other reference material are needed to aid in visual teaching. Rapid strides in educational methods make books on pedagogy and school administration essential.

More Branches in Schools

In the five years of this report, branches serving both school and the community have been established in four more school buildings. One day a week stations have been opened in Auburndale, Feilbach, and Hamilton schools. At Irving School in Ironville a portable instead of the small room used for so many years, now permits neighborhood and adult service also.

Serving Adult Readers

The accompanying chart shows the upward trend of adult circulation at the Main Library. An analysis of these figures by class would reveal interesting changes in the choice of reading. Interest in religion has popularized many lives of Christ and religious discussions. Books



on philosophy are in surprising demand. The growing complexity of our social system has compelled a thoughtful interest in sociology and related subjects. The year round demand for travel books has again reached pre-war proportions. Every part of the globe, no matter how remote, is now visited by both the actual and the fireside traveler. Notable are the many important recent books of biography, not short, pocket size works one might expect for this busy age, but comprehensive narratives, often two or more volumes. Their appeal is due to a fresh outlook, a journalistic style, and the revealing of human inner motives at work in the lives of great men. Biology, psychology, and science retold for the man in the street, "humanized knowledge," have also entered the "most in demand" class.

An enormous increase has taken place in the request for books from Main for branch card holders. Such loans make the resources of the entire system available to every branch user.

In one year the Main Circulating department alone handled more than 11,000 reserves, i. e. requests for books not in, the request being filed and the borrower notified when the book is available. This record serves as a useful index of the need for extra copies. The increasing number of reserves indicates a knowledge of books on the part of borrowers, due in part to the better quality of book reviews now appearing and to the good fortune this city has in having a number of book review classes ably conducted.

Reading with a Purpose

With education no longer confined to youth but become a life long experience, intelligent reading programs are continually sought from the Library by adults. The "Reading with a purpose" booklets, published by the American Library Asociation, are such planned reading courses, authoritative, popular in character, and on a variety of topics. They have aided in giving readers a consistent plan of study. Shorter hours, labor saving devices in the home, and a broadening of interests of the average person due to radio, motor travel, movies, and the realization that "the world is so full of a number of things," all create the tremendous urge to read, to learn, to know. It is challenging the Library into a new field.

In Interest of Art and Culture

As a city becomes metropolitan in its interests, special groups devoted to things artistic and cultural are formed. They look to the Library for help and inspiration. A noticeable increase in research work in designing, gardening, architecture and other phases of applied art has recently been manifest in Toledo.

Only a few years ago the Library had little to offer in applied art. By a consistent adding each year of important books purchased



Main Library — Reference Room

from the income of a small endowment, these resources are now assuming fair proportions. In 1926 five successful exhibits gave publicity to our possessions in Landscape Art, Gardening, Commercial Art, Interior Decoration, Costume and Ornament. At the first annual Garden Show the Library exhibit of garden books and list of titles attracted attention. A similar exhibit was prepared for the Flower Show in the fall.

An important purchase of architectural books and portfolios was made last summer from the library of the late E. O. Fallis, architect of the Main Library building, and many others in the city.

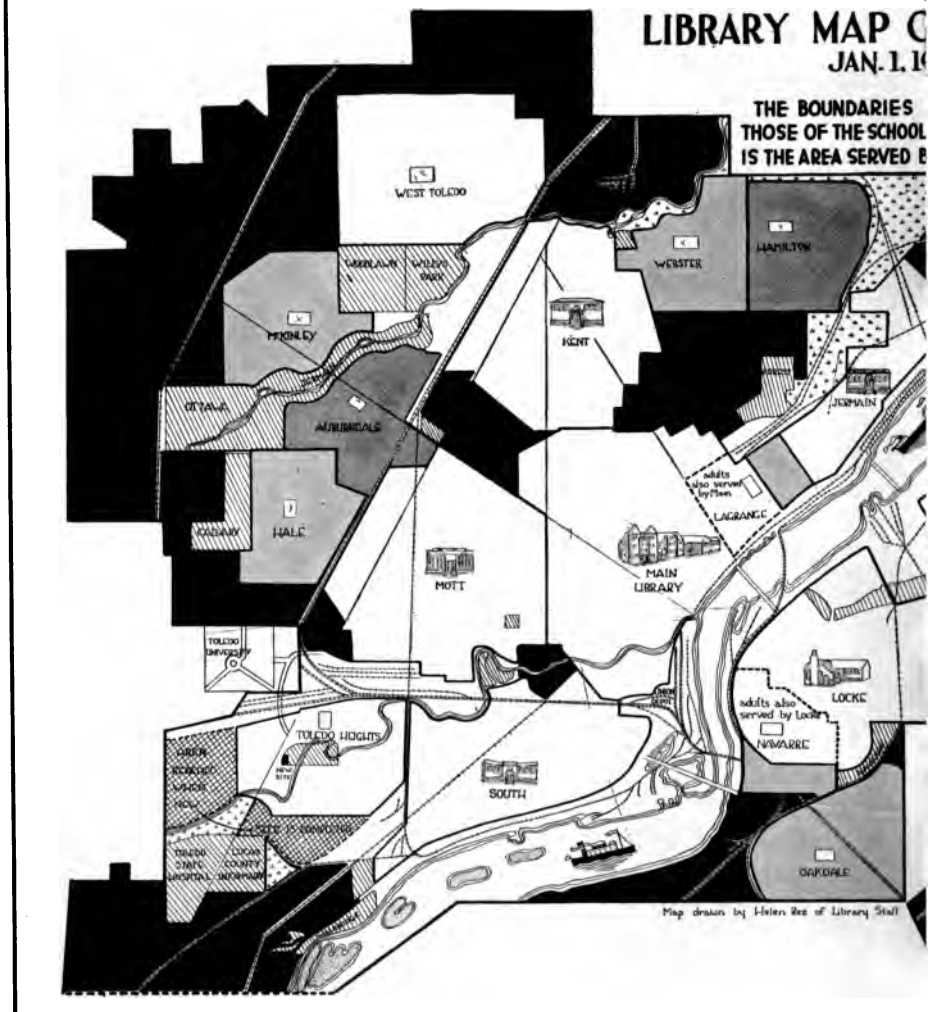
Music

Toledo is becoming well known for its musical activities. As yet the Library can do little to encourage and supplement them. Books on all phases of music, lives of composers, stories of operas, and especially scores, are needed. An endowment of $15,000 or $20,000 to develop a collection on music, and to meet the expense of the special treatment in shelving, binding and cataloging, would be most welcome.

Local History

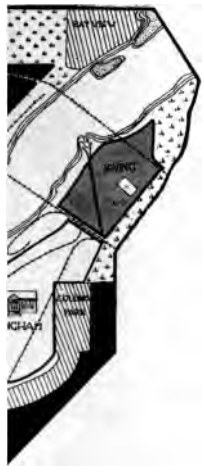
The Maumee Valley has a colorful and vibrant history of Indian and pioneer life. The Northwestern Ohio Historical Association has placed its books at the disposal of the public through the Reference department. Students of history, both young and old, find this source material fascinating and useful. A number of early Ohio books have been given to the Library by individual donors. Frequently books, letters, maps and manuscripts of this sort are in the hands of long time residents of the city with their historical value unknown to them. The Library is eager to acquire such material in order that it may be preserved permanently.

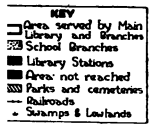


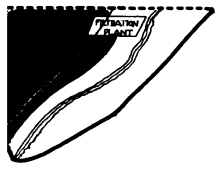

LIBRARY MAP C
JAN. 1, 1
THE BOUNDARIES
THOSE OF THE SCHOOL
IS THE AREA SERVED B
WEST TOLEDO
WEBSTER
HAMILTON
KENT
MCKINLEY
OTTAWA
AUBURNDALE
JEFFERSON
adults also served by Lagrange
LAGRANGE
MAIN LIBRARY
MOTT
HALE
TOLEDO UNIVERSITY
LOCKE
adults also served by Locke
NAVARRE
TOLEDO HEIGHTS
SOUTH
OAKDALE
Map drawn by Helen Ree of Library Staff

TOLEDO

I ARE
CT WHICH
LIBRARY.







Books in the Library and Their Use.

Name of Agency	Date When Opened	Number of Volumes	Circulation 1927
Main Library	Established 1873		328,275
Class Room Collections			71,175
Hospital Stations			10,820
Schools and Other Stations			40,337
Birmingham Branch	1920	6,012	66,905
Hale	1922	7,444	63,520
Jermain	January 1918	11,165	76,244
Kent	December 1917	12,864	128,260
Lagrange	1924	4,609	26,814
Locke	December 1917	13,470	128,117
McKinley	1925	5,736	33,702
Mott	January 1918	11,777	123,084
Navarre	1921	8,396	51,511
Oakdale	1923	6,878	49,397
South	January 1918	13,418	133,836
Toledo Heights	1924	8,413	72,321
Webster	1923	6,713	64,694
West Toledo	1923	12,059	107,491
Total of books lent			1,576,503



Finding References

The activity of the Reference room is difficult to measure. Some idea of the volume of work may be had from the fact that on a busy day 300-400 bound volumes of magazines will be called for from the stacks. This does not include the many books taken from the open shelves in the room or from adjoining departments. It is estimated that during the year 1926, 12,786 questions requiring special search were answered. Questions answerable through the use of encyclopedias, year-books, directories, atlases, and other obvious reference books are not included in this count.

An active group calling upon this department for a variety of information is that of the women's clubs. Yearly programs are secured in advance so that the Reference department may anticipate and provide for their requirements.

For Those Who Speak Another Tongue

So far as books and personnel make it possible, the Library is carrying a share of Toledo's responsibility to her citizens of foreign birth. Mott and Webster branches in Polish neighborhoods each have small collections in Polish. With a recent gift of $2,800.00 for Polish books this particular need will soon be taken care of. The Main Library is in need of larger collections in French, German, Yiddish, Spanish and Italian. French and German speaking people, coming from Toledo's pioneer settlers are found in large number. Students reading these languages and recent arrivals from abroad increase the demand. The Italian population also is growing and the Library now has but little of Italy's great literature. A demand for Czech and Syrian books is also being felt.

Birmingham Branch in a Hungarian community has at present 830 books in that language. In the spring of 1925 the librarian at Birmingham spent some time in Hungary learning to know at first hand the homeland of the majority of her branch's patrons. Several hundred books were purchased in Budapest. The first full year's use of these books brought a circulation of 6,081. Hungary has a rich literature and art of her own and the Library attempts to reveal to Hungarian readers the beauty of their native culture as well as to offer that of their adopted land.

Good citizenship, more useful lives, and happier homes result from the activities having the Library as their source. Book clubs, Christmas carol groups, observation of national holidays, exhibits of peasant art and handicraft, pageants, cooperation with night classes for workers are among the ways in which this is done. Friendliest cooperation is enjoyed from the public and parochial schools and churches in the neighborhoods.



In Hospitals and Summer Camps

Four years ago 5,500 volumes were received in a drive for books for hospital library work. Service was established in Flower, Mercy, Robinwood, St. Vincent's and the Women's and Children's hospitals. A happy contribution was made by the Girl Scouts of the city when as a Christmas activity they made more than 100 colorful scrap-books for the Library to use in this work.

In the summer, library books travel with hundreds of Toledo boys and girls to the nearby camps. The same books used in winter for class room work are sent out to Boy Scout, Girl Scout, Y. M. C. A., Y. W. C. A., Nutrition and other camps.

Last year, owing to the closing of the State Library, Toledo furnished books for the National Guard encamped at Camp Perry.

SOME THINGS ABOUT THE INSTITUTION

Administration

The many sidedness of the work carried on within the Library, as partially described in the foregoing, indicates something of the scope of its management. The property of the Library is valued at more than a million and a half dollars. At present the Library owns eight lots and six buildings with their equipment, also furniture and book shelves for Main Library and fourteen branches besides the very valuable piece of property at Madison and Ontario. In addition every book is property and must be accounted for.

Realizing that the work of a library depends upon its income, careful attention has been given to the budget. Economy has been practised as far as consistent with good service. With the change of status in January, 1923, a sounder financial basis was established. The Library levy is now placed directly upon the tax duplicate and because of a higher rate and a greater taxable area the annual income has increased to an encouraging extent. Without such an increase this report of progress could not have been written.

Book Purchases and Buildings

Much of the work of a library is done in departments not open to the public. The Order department receives all books for the system and sees that they are properly recorded. About 30,000 books are purchased annually and almost 700 periodicals. The Catalog department classifies, catalogs and prepares them for the shelves. Because each book is a separate piece of property it must be handled and accounted for singly and with numerous records and must be so listed in the Library's



catalogs that when asked for whether by author, or title, or subject, it can be found.

In one year's time 76,712 books were mended. This is equivalent to six times the number of books in Kent Branch. Even so, almost one-half of the book appropriation must be spent for replacements and $14,500.00 more is necessary for rebinding books. Binding current periodicals for permanent files requires $3,000.00 more.

Contract with Sylvania

An interesting contract was entered into with the Sylvania School District Library April 1926, by the terms of which the Toledo Public Library buys and catalogs the books for Sylvania, makes Toledo Library books as available to Sylvania as to its own branches, and furnishes the skill and experience of its expert staff in return for a compensation regarded by both boards as fair.

Buildings for Branches

September, 1925, the Birmingham Branch, the first building to be erected since the five Carnegie Branches, was completed at a cost of $29,000.00, exclusive of equipment. As annual budgets carry an appropriation for new buildings, $48,000.00 is now available. At the present rate it should be possible to provide new buildings for West Toledo and Toledo Heights by 1930.

Endowments

The largest gift this Library has ever received was the bequest of $100,000.00 from the late Edward Drummond Libbey, received in May, 1927. The income will be spent for books of permanent value and for use in every branch of the system. Citizens of Toledo, no matter in what part of the city they may live, will thus benefit permanently from the public spirit of Mr. Libbey.

The will of Carrie P. Colburn, probated in 1923, names the Library as one of the three institutions made residuary legatee of an estate estimated at $70,000.00. The late George F. Colby designated the Jermain Branch to receive ultimately one-half of his estate estimated at $75,000.00.

The Library has two smaller endowments, Eliza M. Kent, $23,500.00 and Anna C. Mott, $2,800.00, which have aided greatly in building up the reference collection of books on art. Most of the great libraries of the world, as also the great universities, have been built up largely by endowments. It is right and proper that the community served should support the Library by taxation. The same obligation is owed to it as to the public schools. However, it is equally right and proper that endowments should be received for special needs and purposes. What finer tribute can be given as a memorial, or more worthy



Lagrange Branch — Lagrange School. Opened in 1924.

object sought for a bequest than that of establishing a perpetual fund for the dissemination of truth through the printed page?

Gifts

In 1927 The Toledo Polish Socialist Association on disbanding, turned over to the Library the balance in their treasury, about $2,800.00 to be spent for Polish books. Not only is the fund welcome but the civic spirit manifest in the gift is equally appreciated.

Cash gifts from the glass industries were mentioned previously. Smaller gifts have been made for the purchase of a special book or set, or for the hospital library service. Just as the year closes Mr. T. A. DeVilbiss has generously offered to buy for the Library the six volume set entitled "Catalogue of the George Eumorfopoulos Collection," an authoritative work on Chinese, Corean and Persian pottery. It is now being published at a cost of about $375.00.

Friends of the Library in 1927 gave 1,398 books and manuscripts, many of considerable value and interest. A painting of "Peter Navarre" given by the Ford Post of the G. A. R., and a stage for the auditorium at Kent Branch were other welcome gifts. The Arthur Covey paintings of Toledo industries made for the Lasalle & Koch Company have been goven to the Library through the courtesy of the Lasalle & Koch Company and the various industries represented.

Training for Library Service

For many years the Library has conducted a training class to fill junior positions on the staff. The course, a combination of theory and practice and in length the equivalent of a school year, is given without cost to the student. A high school diploma and an examination are required for entrance. Psychological tests have aided in making a careful selection of applicants. A partial or complete college course is



desirable. As the work of the Library becomes more extensive and specialized, college and library school training are needed more and more for the higher positions. Members of the staff are encouraged to continue their education at universities and library schools. The Library conducts courses for members of the staff to increase their knowledge of literature. All is part of a concerted effort to give Toledo readers better service.

The Library is glad to give vocational information about the training necessary for a librarian, about library schools, and about the different kinds of work in the profession.

A revised salary schedule recently adopted makes compensation of Library work more comparable with that in the teaching profession. Training class graduates enter at $1,100.00, $1,200.00 or $1,300.00, depending upon whether a high school, part college, or college course is had. Library school graduates enter at a higher rate.

Achievements

A glance backward over the work of the last five years reveals the direction traveled and the distance covered. The goal set five years ago is largely achieved: six new branches established; a building for Birmingham; sites acquired and a building fund begun for West Toledo and Toledo Heights; a Technology department opened; library service in hospitals realized; a net gain made in books and their use; and the personnel measurably strengthened. A closer relationship between library and community can be seen growing. The number of books given; the cooperation of business, educational and civic organizations; financial aid by gift and endowment, and a large expansion in the Library's work all attest to this fact.

Program for the Future

With the information accumulated over this period, future necessities can now be intelligently forecast. Outstanding needs and opportunities are presented herewith.

The book collection should be built up so that the Library can be of real help to Toledoans doing advanced work in special fields. Modern education makes increasing demands upon teacher and pupil for books for collateral reading. We cannot rest until our Main Library in resources is more nearly comparable with libraries in other progressive cities and our branches more fully equipped to do their part in this program.

Appreciation of Literature

A part of the Library's duty to the community is to develop an appreciation of books and the fine in literature. The Museum of Art devotes much of its time to cultivating an appreciation of music and of



art. The Library, which is now doing a similar thing in the field of literature with children, should extend its service to include adults also.

Adult Education

The old idea that with the end of school or college one's education is completed has pretty well evaporated. A newer conception, namely; that education is a continuing process, has taken its place. Not only can increased knowledge be acquired in subjects already familiar but entirely new subjects can be studied by adults with success. The great agency to promote adult self-education is the public library. The Toledo Public Library should prepare itself as an institution to give individual help to anyone desiring further education, not by teaching him, but by planning for him courses of reading and study, by seeing to it that the books are available to him, and by informing him as to teaching agencies which may meet his needs.

More Branches

One considerable and densely populated area is still without library service. This is a section whose center would fall somewhere between Spring, Sherman and Parkland Schools, and is bounded by Cherry, Central and Bancroft. A branch in this region, at first in rented quarters, would quickly take high rank in the extent of its use. Fuller service should also be considered for the Auburndale region now served by a station one day a week. A number of other areas of the city remote from a branch (chiefly recent additions to the school district) but without a large population, could perhaps best be served by an auto-truck branch. The libraries of New York, Detroit, Cleveland, Dayton and others serve a part of their population in this way. Sites for branches in probable future centers also should be considered for acquisition.

New Main Library

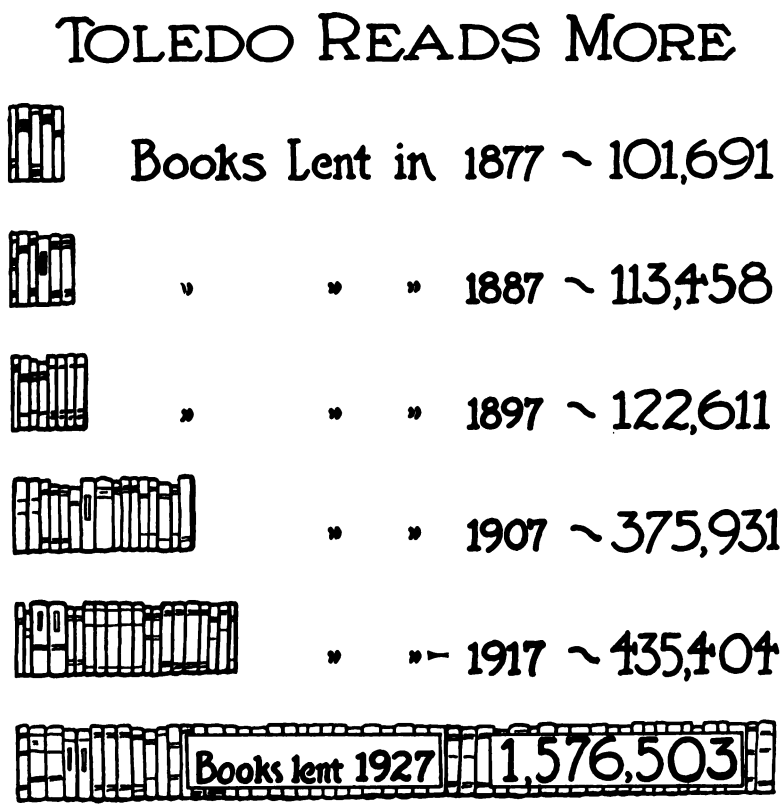
A new main library building is imperative. The present building was planned forty years ago, with an annex added later but before the day of branches or expansion. The Library with its many agencies and its use of the main building both for a rapidly growing reference and specialized book service and as a store house of books for the entire city, has outgrown these quarters. Study rooms, halls for exhibits, auditoriums for lectures and meetings, and especially adequate space for books and readers are required for fuller service. All shelves are overflowing; offices and workrooms are crowded and filled with book cases and shelves; the training class is taught under very unfavorable teaching conditions; the reference room is taxed beyond capacity; the work of the Technology department is seriously crippled by lack of shelves and space for readers. This probably cannot be realized within



less than five or six years. Immediate steps should, however, be taken to acquire the necessary funds and to develop a logical building program.

Acknowledgments

The Librarian appreciates the support and cooperation received from the citizens of Toledo in making possible the progress and accomplishments recorded here. The city newspapers have been very helpful in publishing library news, and the Board of Education most friendly in its consideration of the Library budget. Uniform support and encouragement have been forthcoming from the Board of Trustees. The Librarian is especially grateful for the loyal service and assistance given by the Heads of Departments, Branch Librarians and each member of the Staff.





FIGURES OF INTEREST FOR 1927

Main Library with 7 departments	1
Branches (6 in school buildings)	14
Stations (5 in hospitals)	10
Class Room Collections (32 public and parochial schools)	306
Books Lent	1,576,503
Increase over 1926	123,581
Borrowers registered in the entire system	84,503
*Books in Library	245,341
Books Added in 1927	31,187
Books Discarded, worn out, etc.	13,609
Net Gain for Year	17,578
Number of Periodicals and Newspapers Received	636
Books Bound	16,664
Books Mended within the Library	76,712
Story Hours	554
Story Hour Attendance	28,048

INCOME

Income from Taxes	$288,901.50
Income from Trust Funds	2,783.82
Interest on Deposits	2,916.76
Fines	10,032.36
Rental Books	3,049.40
Gifts	3,399.47
Other Sources	3,914.36
Total	$314,997.17

EXPENSES

Librarians' Salaries	$153,583.85
Books and Periodicals	47,075.48
Binding	17,590.26
Furniture and Equipment	3,720.35
Supplies, Stationery, Printing and Postage	3,838.21
Freight, Cartage and Telephone	4,847.28
Janitors' Salaries	10,496.26
Cleaning Supplies and Equipment	1,041.30
Building Repairs and Alterations	6,091.90
Rent	1,328.00
Light and Heat	10,660.47
Other Items	2,034.73
Total	$262,308.09
Transferred to Building Fund	48,000.00
Total Endowment, including Libbey Bequest	$126,000.00

*To this should be added about 12,000 volumes of periodicals, newspapers, and government documents not catalogued but available for use.

HELP FATHER TOLEDO FILL UP TOLEDO'S BOOK SHELF



CARTOON BY MARIE KRATER OF THE LIBRARY STAFF

"IF AMERICA continues to grow, the minds of her people must grow If the schools will only teach the reading habit, the library will educate the world, for the public library of America is free to every new idea — free to every fresh point of view."

—William Allen White.

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Service Through Books

Report of The Toledo Public Library

1928 and 1929

JUL 16 1930



Main Library
Toledo, Ohio



Board of Trustees

SIGMOND SANGER, 1918—, *President*
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(Members of the Board have served continuously from date shown)

The Toledo Public Library is the Public Library of the School District of the City of Toledo, an area somewhat larger than the municipality. Members of the Board are appointed by the Board of Education for seven-year terms, one expiring each year. The Library Board is an independent body wholly responsible for the management and control of the Library.

Library Directory

Main Library, Madison and Ontario

CARL VITZ.....*Librarian*
JESSIE WELLES.....*Assistant Librarian and Head of Circulation Department*
ELIZABETH GASSAWAY.....*Head of Reference Department*
ETHEL C. WRIGHT.....*Supervisor of Work With Children*
CHARLES M. MOHRHARDT.....*Head of Technology Department*
MARGUERITE AINSWORTH.....*Head of Order Department*
WINIFRED RIGGS.....*Head of Branch Department*
EFFIE G. ABRAHAM.....*Head of Catalog Department*
MARIE A. NEWBERRY.....*Director of Library Training Class*

Branch Libraries

BIRMINGHAM—Genesee and Paine.....CATHERINE GORMAN
HALE—Hale School, Shenandoah and Foster.....NEITA LIVINGSTON
JERMAIN—Galena and Superior.....HARRIET CALKINS
KENT—Collingwood and Central.....IDA KNOX
LAGRANGE—Lagrange School, Lagrange and Erie.....GRACE BARNES
LOCKE—Greenwood and Main.....MARY KESLER
McKINLEY—McKinley School, W. Central and Upton..MARGARET McCARTHY
MOTT—Dorr and Forest.....LUELLA GILSON
NAVARRE—Navarre School, Navarre and Kingston.....BETH CORA BUNKER
OAKDALE—Oakdale School, Oakdale and E. Broadway.....LOUISE McEWEN
SOUTH—Broadway and Langdon.....DAISY TERRY
TOLEDO HEIGHTS—1728 Wayne.....ELIZABETH MAYBERRY
WEBSTER—Webster School, Manhattan and Elm.....BARBARA MURPHY
WEST TOLEDO—Sylvania at Willys Parkway.....EDNA GIESLER



Exch.
Toledo Public Library
7-18-30

LIBRARIAN'S REPORT

1928 *and* 1929

THE report herewith presented covers the operation of the Toledo Public Library for the calendar years 1928 and 1929, being the fifty-fifth and fifty-sixth years of its operation as a Public Library.

Accomplishment

New Main Library Levy

After several years of effort it is finally possible to include in the Library levy a rate of .2 mill for the purpose of accumulating funds for a Main Library building. The first year, 1929, yielded $118,804.42. The year 1930 will yield a similar amount. The funds so far received have been invested in municipal bonds and the interest, $3,917.50, added to the principal.

Negotiations for Site

Of great interest have been negotiations for a new Main Library site. These grew out of the desire of Mr. C. O. Miniger to erect a large office building facing Madison Avenue and to include the ground on which the Library is now located. The Board expressed itself as willing to sell provided another equally good location for the Library could be procured and the Library's interests in other respects safeguarded. Some score of possibilities, including rented quarters, especially planned for the Library in Mr. Miniger's new building, were studied. The following tentative solution has evolved with the hearty co-operation of the Mayor, the City Council and its special committee, and the City Plan Commission.

This solution is to acquire for the Library an irregularly shaped lot with 480 feet frontage on Ontario Street and 120 feet on Adams Street. For a distance of 360 feet on Ontario it has a depth of 110 feet or more ending in a tab of land extending to and fronting 40 feet on Madison. Located diagonally across the street from the present building this site is now occupied by Memorial Hall and the Boy Scout Cabin. If acquired, it will be included in the Civic Center, the city will deed to the Board for Library purposes that portion which it owns, while the trustees of Memorial Hall will sell to the Library their portion provided they can acquire for themselves a satisfactory future home. This was the state of negotiations at the close of the year.

In the event of its consummation, the plan is to use the present Memorial Hall, after extensive improvements, as a temporary building, the new building to be erected in the middle of the block and facing Ontario Street. While close to the street on Ontario Street the building will have a gener-



ous set back of 120 feet from Adams and Madison Streets, thus providing a small park on each side.

New Agencies

During the two years under survey the Library was again able to extend its service. A station was established in Hamilton School on Manhattan Boulevard open one day a week; and very successful service in the State Hospital for the Insane was begun. Arrangements were made with Toledo Hospital for a station to open shortly after the close of the year in the fine new building just completed. In response to neighborhood demands, hours of opening were increased at Birmingham, West Toledo, Oakdale and McKinley branches.

> "The true purpose of education, for young and old, is the understanding and enjoyment of life. The uneducated man is not he who cannot read or write or count or spell, but he who walks unseeing and unhearing, unaccompanied and unhappy, through the busy streets and glorious open spaces of life's infinite pilgrimage."
>
> —*World Association for Adult Education.*

A newspaper reading room was opened February 11, 1929, by fitting up a well located store room one block from the Main Library at the corner of Madison Avenue and Erie Street. The attendance in 1929 was 33,125. This room, furnished rent free by Mr. C. O. Miniger, is part of the property acquired by him for a new office building.

Branch Buildings

On June 14, 1929, ground was broken for the new West Toledo Branch building, which at the close of the year is within a few weeks of completion. This new building is very much needed. During an occupancy for six and one-half years of the present rented quarters, the West Toledo Branch has made great strides, and reached a point where further growth is seriously hampered because of space limitations. The new building is planned to be large enough to realize the great possibilities we see in this community.

This building, as was true also of the Birmingham Branch building, is being built from funds set aside each year from current income. The building will be completely paid for when occupied and that without the payment of one cent of interest. Furthermore, a small balance will be left, which, with additional sums in 1930 and 1931, should make the much needed building for Toledo Heights possible. A site for this building was deeded in 1923 to the Library by the city.

Book Collection

In the purchase of new books a threefold aim has been kept in mind; to supply as far as possible the books necessary to meet the current every day calls made upon the Library; to build up especially strong collections in technology and business, applied art and local history; and finally to acquire the significant and permanently important books within the field of the Library's service.

Emphasis has been also on the acquisition of important periodicals and proceedings of engineering and learned societies and other research publications. It is in them that the results of research are first published. Generally if these results appear in book form at all, it is only in brief. There is not space to mention even the most important of the many additions, but those who desire, may see the fortnightly and monthly lists of new books added.

Endowments

Several gifts and endowments for the purchase of books have helped materially. The income of the Kent Fund, an endowment of $23,500.00, has in recent years been devoted largely to the purchase of books on the applied arts, with the result that the Library has now a very good collection in that field. The Bayer gift of $1,000.00 has permitted the purchase for Kent Branch of important and useful books of reference not otherwise possible. Most important is the Libbey Endowment of $100,000.00, the annual income from which is about $4,500.00. This fund is used to buy books for all departments and all branches of the Library, and for children as well as adults. Only books of real and permanent worth are purchased.



Charging Books by Machine

Main Library Departments

A Familiar Department

The Main Circulating Department is the most frequented department of the Library. On a busy day 1,000 people may pass through its crowded aisles. In 1928, 309,673 books were issued, and in 1929, 325,494. The largest single day was February 16, 1929, when 1,851 books were issued.

An increasing amount of this service consists in giving assistance to readers—finding and suggesting books, explaining the catalog, advising in reading and home study plans, and answering a great variety of questions. Questions are expected, invited and cheerfully answered.

Books for study, are, on request, reserved for organizations and groups. The growing desire to continue education through life accounts for much of the serious reading being done with books in this department.

> "He who complains that he has no time to read is one who does not fundamentally care for making contact with the minds of others. We always find time to eat and sleep, and to do the things that we consider necessary to the upkeep of our physical life. When we have realized that mental food is equally necessary to the maintenance of our intellectual life, we shall take as much time as is necessary for reading also."
>
> —*Arthur E. Bostwick.*

Trends in reading are easily observed here. LIPPMAN'S *Preface to Morals,* DIMNET'S *Art of Thinking,* HACKETT'S *Henry the Eighth,* STRACHEY'S *Elizabeth and Essex,* and DURANT'S *Story of Philosophy,* have had a tremendous number of readers. Biography, psychology, child study, are fields in which books have been in great demand. In fiction, detective stories have had a great vogue, but the close of the year finds a lessening of this demand and a revival of interest in the western story and the historical novel. The longest runs on better fiction have been on PETERKIN'S *Scarlet Sister Mary,* ZWEIG'S *Case of Sergeant Grischa,* REMARQUE'S *All Quiet on the Western Front, and* GLASGOW'S *She Stooped to Folly.* DREISER'S *American Tragedy,* published five years ago, continues to be widely read. Fiction which has attained the rank of classic literature is always in demand regardless of ephemeral interests or the popularity of any other group. William Lyons Phelps in speaking of the romance of science and the truth of fiction once pointed out that while a book of facts may be antiquated in five years, a great novel, expressing fundamental truths, is never old. Its timeless message, based upon unchanging human nature, is read by generation after generation. The steady reading of the best in fiction in a Public Library is testimony to this thought.

New Charging Machine

Late in 1929 the recently invented Dickman Bookcharging Machine was installed at the main charging desk. Quicker and more accurate service with less fatigue to the staff has resulted. The public in general has liked the new method. Though on trial for a year, its satisfactory use in Washington, St. Louis and New York libraries leads us to believe that this progressive change will remain.



The Library Is at the End of Your Telephone

An Age of Print

This is called an age of steel, of skyscrapers and of big business. Just as truly is it an age of print. The need of printed information is demonstrated hourly in the Reference Department. Artist, business man, clubwoman, preacher, student and teacher constantly depend upon its service. Oftentimes every chair in the department is occupied. In one year's time 17,000 questions were answered by telephone, mail and in person. Nor does this figure include the thousands of cases where visitors serve themselves or are referred to easily accessible reference books. Sixty-five hundred questions required special research, sometimes pursued intermittently for several days, often involving telephoning for information or correspondence with other libraries. A few questions out of the day's work will serve to illustrate:

When were Petroleum V. Nasby's articles on prohibition published in the Toledo Blade?

Have you an illustration of Toledo showing the water front 50 years ago?

Who is the Dutch Consul at Detroit?



Where will one find pigeons registered?

What are the architectural styles of some of Toledo's public buildings and of what materials are they constructed?

A list of cities whose names have been changed since the World War?

Name the financial centers of the world for the last three centuries?

A list of lawyers who have left law to go into creative work?

What is the average length of a period of business depression?

Pictures of the insignia of craft guilds of England and Scotland in the 15th and 16th centuries?

What English porcelain manufacturer employed the "Georgian goose" design?

Many tools are required to find the answer. Indexes, encyclopedias, catalogs, anthologies and other helps innumerable, are the keys to unlock this department's resources for accurate and quick replies. For years the Library has bought such helps immediately upon publication. Two recent important additions to the group of indexes are the Education Index and the

> "Practically the whole material for human knowledge lies before you somewhere in that Free Library of yours. You can take any bricks you choose out of it and begin to build them into the edifice of your own being. Start where you like —only start."
>
> —*Arnold Bennett.*

Art Index, each of which indexes more than a hundred magazines in the fields covered. Books on every phase of applied art have been purchased, often imported from England, France and Germany. To furnish such resources for artists and designers is the Library's share in making Toledo a more beautiful city and a pleasanter place in which to live.

Experience in Print

"Learning has exactly reversed itself since Methuselah was a boy—he had but little to learn, and a long time in which to learn it. The problem today is to learn from the experience of others—otherwise, by the time of graduation from the school of experience one is too old to put the knowledge into practice." To provide the experience of others insofar as it is in print is the mission of the Technology Department. Circulation figures for 1929 show an increase of 14.6% over 1928 and an increase of 30% over 1927. Last summer only July and August were low months, while in former years four months in the summer showed a decrease in circulation.

To know the subjects in demand in "Tech" is to know the basic activities of Toledo and its popular interest of the moment. Aviation, radio, natural history, illustrate the latter. Constant calls for material on chemistry, metallurgy, petroleum products, glass and mechanical engineering, the former. Some of the questions answered require time and research,

others are answered with little delay. The following illustrate the range:

What are the production figures of petroleum in the United States for the last twenty years?

What is the formula for making a non-poisonous cement to resist heat, cold, acid and liquid, for fastening a small metal collar to a glass tube?

How is the hydrogen ion concentration determined in electroplating?

What is the total horsepower flow available from Muscle Shoals?



Magazines, Research Journals and Government Publications Print It First

What is diatomaceous earth?

What is the best book on reptiles?

Twenty-two thousand books, files of bound research periodicals, innumerable pamphlets and government publications are now in the department to aid in answering such questions.

The greatest single addition to the service was the Engineering Index which makes available the contents of 1800 technical magazines, published in all countries of the world. Through this index one can look up a special topic and in a few moments see what is appearing in print on the subject in the engineering press of the world. Many of the articles listed are on file in the Library, but if not, they can usually be borrowed or a photo-stat copy secured from another library.

Books in Schools

Few people realize that books are sent to every corner of the city and to the very edge of its boundaries. Public and parochial schools, too far away to use a branch easily, receive what are called classroom sets. Twenty



to forty books are prepared in the fall for each teacher desiring them and are kept by her in the classroom during the year for voluntary reading. These books are selected for the grade to which they are lent. In 1929, 308 classroom sets were sent out to 33 different schools.

During the summer the same books are drawn upon for the use of camps. For several years the Y. W. C. A., Y. M. C. A., Boy and Girl Scout, Liberty Center and Nutrition camps have received this service. It is the Library's belief that it is a real vacation privilege to be provided with good books to read.

School and Other Stations

The Schools Division also conducted a station once a week in Feilbach School for Crippled Children, and in the Children's Detention Home. Books are lent and stories told by the staff. In addition this division with help from the staff of some of the branches and in co-operation with the Branch Department conducted one-day stations at the North Toledo Settlement House, and in Auburndale, Irving, and Hamilton schools.

Work With Children

"A children's librarian in every branch; a carefully selected and up-to-date book collection; a spirit of co-operation between Library and schools and civic agencies; organized and uniform activities throughout the system; a spirit of interest and enthusiasm on the part of the children's librarians," reports the director of work with children as the accomplishments of the last ten years. The Library is gratified by the extensive use made of it by children, but it takes an even greater pride in the knowledge that the books borrowed, whether for school work, interest in a subject, or for recreation, are of educational and character forming value.

Every Saturday morning during the winter months hundreds of children all over the city eagerly listen to fairy tales, legends and true stories told by the children's librarians. Last year 27,862 children attended these meetings. Twenty-five exhibits were made up, nine reading contests conducted, two plays given, 997 school rooms visited, and book reviews, book talks given or stories told in an effort to stimulate children's reading.

Many parents are taking an interest in their children's reading and seeking the advice of the Library. This advice, willingly given at any time of the year, is most frequently sought at Christmas. The Library wishes to promote book owning and is glad to suggest books for every age and interest, whether for gift giving or for a child's own library.

Foreign Languages

In the last two years the Library has made a greater effort to increase the number of books in German, French, Hungarian, Polish, Italian, Spanish and Yiddish in proportion to the demands coming from the public. A person who has not yet mastered the language of his adopted country

should not be deprived of the privilege of reading, nor should he ever lose pride in the literary heritage of his native country. In building up these foreign language collections, purchases are chiefly from the best of the national literature, or translations, if available, from books written in



The Children's Department Will Suggest Books to Buy for Home or as Gifts

English. At the present time 4605 books in foreign languages are available and more are being added each month.

An assistant was placed in charge of work with the foreign born at the Main Library early in 1929, and co-operation established with the International Institute, schools and individual leaders in each national group. Polish books are centralized at Webster Branch, and Hungarian books at Birmingham. In 1929, the librarian of Webster Branch during a trip abroad spent several days in Poland learning more about the Polish



people, their history and customs. The year before the librarian of Birmingham made her second trip to Hungary for the same purpose. Both librarians, while abroad, purchased books for the collections in their charge.

A gift of almost $2,800 some years ago from the Toledo Polish Socialist Association has made possible considerable purchases of Polish books. These are all marked with a book plate, in the Polish National colors, giving credit to the Society.

Books in Hospitals

Flower, Mercy, Robinwood, Women's and Children's, St. Vincent's, and Toledo State Hospital receive books regularly for the use of patients and staff. One person devotes practically full time to this work. In 1928, 10,271 books were circulated and 16,593 in 1929. Opening a station at Toledo Hospital in May, 1929, accounts for part of the large increase.

> "This civilization is not going to depend so much on what we do when we work as on what we do in our time off. We are organizing the production of leisure. We need better organization for its consumption."
>
> —*Herbert Hoover.*

Picture books are especially popular with children. For several years the Girl Scouts, under the direction of the children's librarians and scout leaders, have made scrap books for the Library's use in hospitals. These scrap books, which first gave pleasure in the making, have brightened the hours for many a little patient in our hospitals.

Branch Department

Until October 1, 1928, the branches, now increased to fourteen in number, had been operated under the immediate direction of the Librarian. The gradual increase in their number and an increase in the Librarian's duties were resulting in an inadequate emphasis on this part of the Library's work. It was therefore a most constructive step to create a Branch Department under the headship of Miss Winifred Riggs whose experience fitted her unusually well for the responsibilities and possibilities of this position.

What Is a Branch?

A Branch Library is an extension of a large Library to serve local needs. It meets local current demands in reading and reference work, but does not give specialized service. At its command, however, are the larger

and specialized resources of the Main Library. Any circulating book at Main is available to a Branch user. A constant interchange of books between the Main Library and Branches is maintained to meet these requests.

A Branch is, however, more than just a collection of books. It is a community center for the spreading of ideas through print, through story hours, group meetings, community drama and in other ways.

In the Branch Department report for 1929 the state of each Branch is compared with that of its first full year of operation. Interesting facts have come to light. Eleven years ago when first established, the use of Branches by adults was 40% of the total, that of children 60%. This percentage is now almost exactly reversed for the original five Branches. Explanation lies partly in the fact that children 11 years ago trained to be readers then are the adult users today.



Little Children's Corner—Locke Branch

Children of grade school age represent perhaps 20% of the population. It is but natural then that the use of the Library by adults and children should in proportion more nearly approach that of the population.

In 1918, 403,958 books were lent from five Branches. In 1929 the number rose to 1,186,959 from 14 Branches with an additional 61,595 from stations in Auburndale, Hamilton, Irving, and Feilbach schools and in the North Toledo Community House.

Books relating to social and economic questions, books of biography, and to a less extent history, and literature have been in active demand. Recently a marked increased interest in drama has been manifest. The percentage of books of non-fiction borrowed has increased steadily though



slowly. The use of the Library for recreational reading is encouraged. Nevertheless we cannot but feel that a relative increase in its use for vocational, educational and inspirational books is a mark of the Library's growing value to the community.

Books in Branches

In 1918 the five Branches then established had on their shelves 28,709 volumes. At the close of 1929 the number was 147,741 volumes in 14 Branches. One of the problems to which the head of the department has addressed herself is that of the book collection. This has many phases from a careful, thoughtful buying to keep the collection adequate for regular demands through processes of mending and rebinding to the final discarding and replacing of books and the elimination of dead wood. Particular attention has been given to Branch reference collections which need building up. Kent Branch is fortunate in having the Bayer gift to develop its reference resources.

Increasing skill in advertising is gradually making the Branch Libraries better known. Book displays in Library windows or in display windows of banks and other friendly neighbors, talks within schools or to groups, newspaper publicity in the general and neighborhood papers, participation in community activities, especially in foreign neighborhoods, exhibits and just plain every day good service within the building are effective means.

Some of the Branches are becoming badly crowded. For West Toledo the new building with almost twice the area of the next largest Branch is almost ready. Toledo Heights, also in rented store rooms, has a new building in prospect. For South, Kent, Mott, and Locke, however, the problem of caring for more books and providing sufficient seating capacity for readers is increasingly serious. Several of the Branches in school buildings, notably Hale, Navarre, and Webster, are also seriously overcrowded.

Administration

Books Added

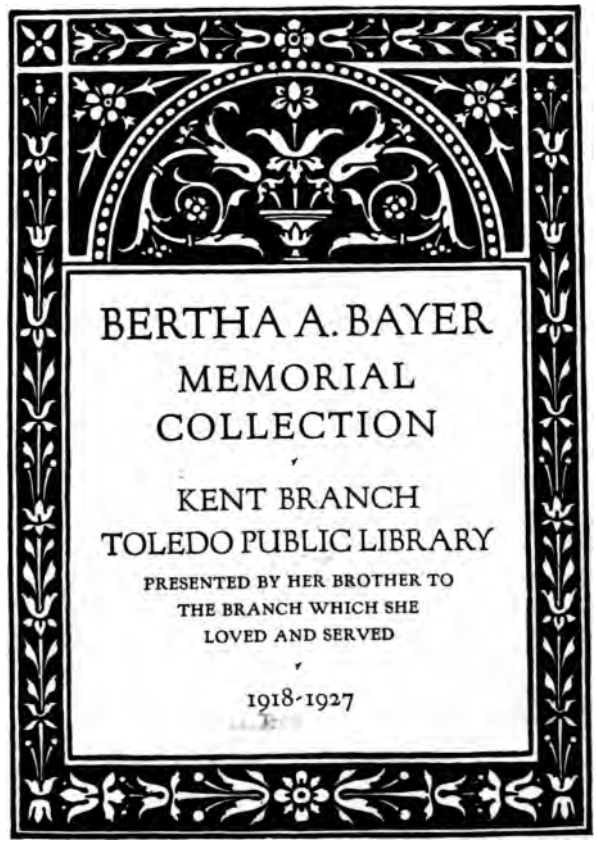
During 1929 the total number of books added was 33,697. Of these many were additional copies of books already in the Library. Nevertheless there were added 4,587 new titles to the various collections at the Main Library. Of those bought for Branches, 6,127 adult books and 3,922 books for boys and girls, were new to the several Branch collections, but, of course, duplicating titles already at Main.

These books required 81,527 catalog cards to record them properly in the various catalogs, in addition to which almost as many inventory cards and cards for lending purposes were required.

Losses

The total deduction was 17,710 volumes. Slightly more than three-fourths of this total were worn out in use. Children's books which have

both constant and hard usage are withdrawn for this reason in large numbers. Other reasons assigned include burnt by the Health Officer, lost and paid for, and unaccounted for in the annual inventory.



Bayer Collection Bookplate
Designed by Frederick W. Goudy

Binding

The wear and tear on books necessitate a large item in the budget for binding. In 1929 more than $18,000 was spent for this purpose. Approximately 1,500 volumes of magazines were bound and more than 20,000 books were sent to be rebound. In addition much time was necessarily devoted to simple mending and repairs within the Library, all in an effort to make the books give a maximum of service.



Gifts

The beautiful book plate shown on page 15 marks the purchases from a $1,000.00 gift made by Mr. Edward Bayer early in 1928 in memory of his sister who was Branch Librarian of Kent Branch.

Twenty-five dollars was given to purchase Moffat's Bible Commentary in memory of Dr. Henry M. Bacon, first pastor of the Central Congregational Church. Books given to the Library provide a most worthy and fitting memorial, especially when they promote an ideal or interest of the person in whose memory they are given.

The Engineering Index, referred to on a preceding page, was made possible by the following firms. The total of their contributions was three-fourths of the cost, $2,000.00.

Buckeye Clay Pot Co.
DeVilbiss Co.
Dura Co.
Edward Ford Plate Glass Co.
Electric Auto Lite Co.
Haughton Elevator & Machine Co.
Libbey Glass Manufacturing Co.
Libbey-Owens Sheet Glass Co.
Mountain Varnish & Color Works.
National Supply Co.
Owen & Owen.
Owens Bottle Co.
Surface Combustion Co.
Tillotson Manufacturing Co.
Toledo Scale Co.

Needless to say, such support is invaluable and truly appreciated.

A much appreciated gift comes every year through the Social Service Federation. A Christmas tree, purchased from a special Christmas cheer fund of which it is trustee, is sent to each Branch in time to be decorated for the Christmas stories told to children at that season.

Gifts of books and periodicals have come from many individual friends as well as from societies, business firms and organizations. Of the books added in 1929, 1946 were received as gifts.

Publicity

Keeping the public constantly aware of the good things in the Public Library and the service which is free for the asking, is, of course, the object of publicity. By various ways it is continually carried on. Since the opening of the newspaper reading room two windows have been filled weekly with a great variety of books to show a few of the Library's resources. Displays have been placed in downtown windows and exhibits shown at the Builders' and Homes Exposition, Industrial Exposition and the State Convention of the Child Welfare Association. Children's books especially are promoted during Book Week and the year round by displays and exhibits. Talks are given by staff members, lists distributed, letters written, newspaper stories furnished, all to further the book interests of Toledo and to introduce a larger and larger public to the practical value and satisfaction of reading. We are especially grateful to the newspapers of the city for their generous space and sympathetic news stories and editorials.



Personnel

To bring books and people together and to make effective the organized information in a Library is the duty of the personnel. How well this is done depends largely upon the quality of the one serving. Constant effort is made to improve the knowledge and efficiency and to develop the ability of staff members. Every person who serves you at any Branch or department has had special training for this work. An eight months' training course combining theory and practice, is conducted for high school and college graduates who qualify. Those completing this course fill junior positions as they become vacant. Usually in alternate years a course in work with children is conducted by the supervisor of work with children for young women of the staff with some experience and who seem to possess special fitness for the work. The positions of children's librarians in the Branches are recruited largely from this source. For senior positions, when not filled by promotion, a few people with college and professional training in one of the library schools of the country are added each year. People with differing backgrounds, from different colleges and library schools are sought so that the staff may benefit by different experiences and points of view.

The Board of Trustees has adopted a plan of allowing qualified members of the staff to take work at Toledo University and short leaves of absence for summer school study with pay. In the last two years, 18 people have taken advantage of this opportunity and others have done so at their own time and expense. A genuine desire on the part of the staff to know more about literature, history, science, economics, in fact everything with which their work deals, is manifested by this continued study.

Weekly discussions of the new books added to the Library further this same end. Books for adults are discussed fortnightly by heads of departments and Branch librarians. In alternate weeks children's books are discussed similarly by those engaged in the work with children.

OUTSTANDING FIGURES

Main Library	1
Reading Room	1
Branches	14
Stations	14
Class Rooms	308
Camps	7
Total	345

	ADULT	JUVENILE	TOTAL
Circulation, 1929	951,279	775,509	1,726,788
Number of books in library	175,300	103,348	278,648*
Number of borrowers registered	56,421	33,752	90,173

*14,000 volumes of bound periodicals, newspapers, and public documents not included.



Statistics

From Annual Report Compiled for the American Library Association

Annual report for year ended.....December 31, 1929
Name of Library.. Toledo Public Library
Date of founding.....1873
Population served 313,200
Governmental unit served.....City School District
Assessed valuation of school district.....$619,552,180

Rate of tax levy for Library purposes—.5 mill for operating; .2 mill for building fund; total, .7 mill.

Total number of agencies 345—1 main library, 1 newspaper reading room, 13 branches with 8 in separate buildings and 5 in school buildings, 1 sub-branch, 14 stations, 308 class rooms, 7 camps.

Book Stock—

	ADULT	JUVENILE	TOTAL
Number of volumes beginning of year	163,576	99,085	262,661
Added by purchase, gift, exchange and binding	18,314	15,383	33,697
Total	181,890	114,468	296,358
Volumes lost or withdrawn	6,590	11,120	17,710
Number at end of year	175,300	103,348	278,648*

Number of volumes in Reference Department.....17,993*

Number of newspapers and periodicals currently received..... 809

Use—

	ADULT	JUVENILE	TOTAL
Number of volumes of non-fiction lent for home use	249,716	362,745	612.461
Fiction lent for home use	701,493	338,687	1,040,180
Lent through school deposit collection	70	74,077	74,147
Total number of volumes lent for home use	951,279	775,509	1,726,788

Circulation per capita.....5.5

Registration—

	ADULT	JUVENILE	TOTAL
Number of borrowers registered 1929	17,825	9,379	27,204
Total number of registered borrowers	56,421	33,752	90,173

Registration period 4 years

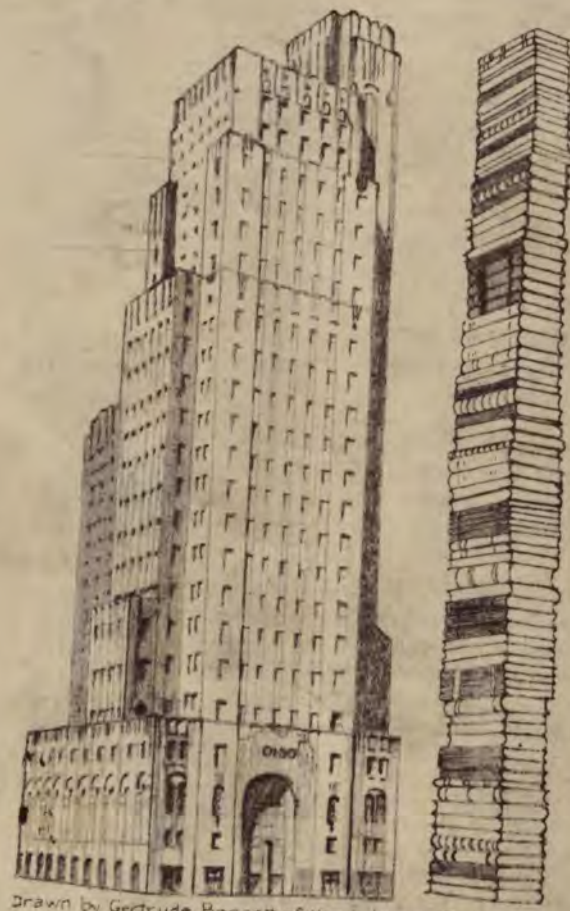
Per cent registered borrowers of population served.....29%

*To this should be added approximately 14,000 volumes of bound periodicals, newspapers, and public documents.

Financial Report—1929

Receipts—		
Local taxation	$298,953.51	
Invested funds	1,372.74	
Fines	12,789.08	
Duplicate pay collection (rental)	3,492.46	
Gifts	1,570.00	
Interest on deposits	5,482.82	
Other sources	1,832.68	
For new main library building fund	122,721.99	
	448,215.28	
Unexpended balance from previous year (West Toledo Branch building fund)	101,221.23	
		$549,436.51
Payments for—		
1—Library Operating Expenses:		
Librarians' salaries	$182,926.23	
Books, periodicals	59,632.11	
Binding	18,001.96	
Supplies, stationery, printing, etc.	4,558.81	
Furniture and equipment	2,724.14	
Telephone, freight, express, etc.	4,816.36	
Other items	652.23	
		$273,311.84
2—Building Operating Expense:		
Janitors, mechanics, wages, etc.	$ 11,367.69	
Cleaning supplies and equipment	1,239.51	
Building repairs and minor alterations	3,727.04	
Rent	1,354.41	
Heat and light	11,573.79	
Other items	1,335.49	
		$ 30,597.93
Total Operating Cost		$303,909.77
3—Extraordinary Expenses:		
New buildings (West Toledo Branch, part payment)	$ 84,806.20	
Other unusual expenses (Investment of main library building fund in bonds)	110,975.53	
		$195,781.73
Cash balance		$ 49,745.01
Maintenance expenditure per capita		.97

THE LIBRARY BOOK TOWER



Drawn by Gertrude Bennett of the Library Staff

If all the books at the Main Library were piled one on top of the other, they would make 49 towers, each as high as the Ohio Bank Building. Books in Branch Libraries would make 53 more such towers.

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HERE'S YOUR LIBRARY

Reporting A Year of Service

1947

The Toledo Public Library

Madison & Michigan **Toledo 2, Ohio**

UNIVERSITY OF MICHIGAN
GENERAL LIBRARY

WHAT IT TAKES TO RUN YOUR PUBLIC LIBRARY:

People who use libraries know — what non-users may not — that libraries are more than just beautiful buildings, or stacks of books, or blonde and brunette book-handlers — they're the communication center of a community, it's 'memory', it's information switchboard, it's grip on the past, it's guide to the future. *On the pages that follow you can see what it takes to run your public library.*

IT TAKES BUILDINGS —

The Main building of the Toledo Public Library continu after eight years' service, to be the most modern public libr building in the nation. Architects, library planners and trust come from other cities, here and abroad, to note its good poin Any Toledoan who hasn't visited his library should do so at first opportunity. Designed to hold a million and a half volu it cost a total of $2,038,299, and was opened in September 19 The Main Library measures 244x133 feet, containing 2,630,240 cu feet, which cost, exclusive of land, and library equipment, 45 ce a cubic foot, a bargain in these days of building cost estima running to two and three dollars a foot.

Ten neighborhood branch libraries, five of which are in bui ings built thriftily with Andrew Carnegie's gift of $125,000 1917, and four in newer buildings (Point Place is in rented qu ters) are also noteworthy among cities Toledo's size. Many to of 75,000 or 100,000 population do not have a main library as c modious and handsome as your West Toledo branch library at 1 Sylvania Avenue.

Operating Main and the ten branches cost, for heat, light power in 1947, $24,398; for repairs and maintenance, exclusive salaries of our maintenance staff, $14,240. About 33,000 man-a woman hours a year are required for maintenance and cleaning, major jobs of renovation are done by outside firms.

IT TAKES BOOKS AND MAGAZINES —

During 1947 the Library bought 22,135 books, added 2,882 gift, and bound 1,489 volumes of periodicals. A total of 13, volumes were withdrawn and discarded, bringing the Library's to book resources to 439,474. Each branch has a wide range of best and most popular books and the basic reference books, for in its neighborhood, adding hundreds of volumes each year. Branc also, through the inter-branch delivery system, may obtain their patrons any desired book at Main or another branch. Library will borrow from libraries in other cities those books quested that are not available locally (77 last year).

IT TAKES SELECTION —

With the $41,977 disbursed for book and periodical purchas in 1947, the Library was able to buy in suitable quantities a go proportion, but not nearly all, of the new and old publicatio its librarians feel are needed.

The Library takes or receives as gifts over 1100 periodical and 709, useful for reference, are bound. 25 representative new papers from other cities are received daily, and the New Yo Times, the Toledo Blade and Toledo Times are bound. The Libra bought microfilm copies of the New York Times for 1851-60 duri 1947, (adding 1861-70 in February 1948) and intends to comple the file of this nationally important newspaper, now availab from September 1851 to date, except for the period January 1871 December 1917.

Books bought by the Library are selected by the staff fr reviews and catalogs with the aim of meeting conceivable inquiri in all general and technical subject fields. No effort is made promote one viewpoint over another in controversial subjects. T guiding philosophy is that you, the American public, have t right and the competence to form your own opinions, and expect find impartial data through your public libraries. As the U. Supreme Court said in 1943:

> "If there is any fixed star in our Constitutional constellati it is that no official, high or petty, can prescribe what sha be orthodox in politics, nationalism, religion or other matte of opinion..."

IT TAKES 59 HOURS A WEEK —

Although much Library use comes when stores, schools, po offices, banks and businesses in general are open, no small pa occurs during evening hours. The Library remains open a great total of hours per week (59) than comparable public serivces, a must man its desks many more hours than stores or businesse Because of staff shortages and limited funds, the Library w forced in 1943 to adopt shorter hours, opening at 10 a.m. inste of 9 a.m. Monday to Friday, and closing at 1 p.m. on Saturday The personnel shortage is still too acute for the Library to e tend the Saturday hours until 5:30 p.m., as both the Library a the general public would like, but these hours will be restored soon as the Library can secure enough additional help to man t service departments.

IT TAKES MONEY—

The Toledo Public Library serves Toledo and county reside but it is not a part of the city or county-managed services. full name is "The Public Library of the City School District Toledo, Ohio", and the public funds with which it operates c from the county personal tax on income from securities and int est, known as the "intangibles tax". Allocation to the Library these funds is made each year by the County Budget Commissi composed of the County Auditor, Prosecutor, and Treasurer.

In general, the Library refrains from solicitation of fun but gifts and bequests for special purposes or in aid of over library operations are always helpful. Some twenty-four firms individuals annually contribute to the cost of maintaining Library's valuable and expensive resources in the field of Pate much used by local industry. The Association of Historical Ancestral Societies,and the Toledo Foremen's Club make annual c tributions for books of special interest to their members, during 1947 cash gifts were received from several individuals groups, notably $100 from Mr. Lionel Weil in memory of the l Sigmond Sanger.

A trust fund of $1000 was given by Miss Cordelia Hopkins, Long Beach, California, formerly of Toledo, as a memorial to mother,Mrs. O. J. Hopkins, for special book purchases in geneal and local history.

1947 EXPENDITURES

Salaries (payroll averages 230 persons)	$330,51C
Staff annuities and insurance -- Employer's share	11,986
Books and periodicals	41,977
Cartage	2,446
Binding	17,415
Supplies and new equipment	7,426
Repairs and maintenance	14,24C
Rent -- Point Place Branch	66C
Heat -- Eleven buildings	8,949
Light and power	15,449
Telephone	2,813
Property insurance	5,751
Ohio Workmen's Compensation Fund	411
Building Fund	4,951
Miscellaneous	2,07C
Total expenditures	$467,059

IT TAKES STAFF —

Of the 230 people on the monthly payroll of the Toledo Public Library, 80 are librarians specially educated and trained for their profession of helping people find the books and facts they want. This education and training usually requires five years of college and university work, the candidates for which are selected by library schools for their range of knowledge and scholastic record and their interest in this field of public service.

To help with the 1001 clerical routines that result from the nature of library work, there are 78 clerical workers, including bookkeepers, registrars, card-sorters, loan-desk attendants, book-menders, office assistants and secretaries, most of whom are high school graduates and some of whom are college-trained. 61 high school and college students work part-time as pages. The maintenance staff includes 18 janitors and janitresses, three maintenance men. It would be hard to rank in importance the various jobs assigned to the staff, for they all fit into a full-circle service operation that depends alike on a book's original selection and on its proper shelving.

AND IT TAKES USERS —

About one out of every four Toledoans is a registered borrower at the Main Library or a branch, there being 77,896 registered card-holders in December 1947, an increase of 3,037 over 1946. This includes 24,829 juvenile borrowers, who may obtain a card as soon as they can write or print their full names.

People tend to use the Library more at certain stages of their lives than at others. Obviously students, whether in school, or on their own in maturity, will need the Library. People in trouble or looking for new employment are likely to turn to it. Taking up a new hobby or craft, joining a club, or accepting an organization office or committee work, often points an individual toward the Library. Changes in business methods or industrial processes or commodity distribution, as well as national and world affairs, set in motion forces that bring individuals to the Library, or cause them to telephone for information.

A great many of the Library's users may have no occasion to register for borrowing privileges. The Library may serve their needs entirely through its information service.

SUMMARY OF WHAT WE DID IN 1947 —

Added 25,687 books, for a grand total of 439,474 volumes.
Discarded 13,810 obsolete or worn-out books.
Made 64,659 card index catalog cards, in addition to 12,502 cards bought already printed, and filed them.
Lent 1,288,087 books to card-holders.
Issued cards to 21,284 new borrowers. (Do you have a card?)
Answered 218,040 questions, of which 49,217 were asked in branch libraries.
Made special booklists on such subjects as World Government, Nursing, The Negro, Model-Making.
Gave 186 Story Hours for 12,360 children.
Made 74 book talks to civic groups and clubs.
Placed 444 classroom libraries in public and parochial schools, averaging 35 books to a classroom.
Conducted 33 group tours of the Main Library.
Granted use of Main and branch auditoriums for 206 meetings of 49 organizations.

HERE'S HOW YOU CAN HELP —

1. Call on the Library when you need facts.
2. Suggest the Library's services to friends unfamiliar with t Library.
3. Consult our librarians about library work as a career for t young people you know.
4. Give the Library timely books or technical periodicals wi which you are finished. We received 4,452 books as gifts 1947.
5. When you make your will, remember that many men and women ha found satisfaction in arranging to bequeath funds, or the private book collections, to public libraries.

"FRIENDS OF THE LIBRARY"

On November 24, 1947, a group known as the Friends of t Toledo Public Library was formed. The organization's purposes "to form an association of persons interested in books and libr ies; to focus public attention on library services, faciliti and needs, and to stimulate gifts of books, magazines, and endo ments". As this report is issued there are 130 members, and t officers elected March 1st are: A. Gilmore Flues, president; M David Frank and Richard Pheatt, vice-presidents; Mrs. Albe Bershon, secretary; J. Arch Anderson, treasurer.

PEOPLE ASKED QUESTIONS —

The 218,040 questions asked in 1947 ranged from simple requests of children, to technical research questions that required hours of digging in indexes or journals. More and more people are learning to turn to their public library whenever questions arise, whether for family history, a manufacturer's address, the source of a quotation, or the date of an event.

SAMPLE QUESTIONS

Question at a branch: How long does it take robins' eggs to hatch?
Answer: Comstock's Handbook of Nature Study says 11-14 days.

Question in Reference Dept.: How much does the Empire State Building sway in high winds?
Answer: A sway of 2.75 inches in an 80 m.p.h. blow.

Question in Business Division: What per cent of beer sales were "take out" in 1933 and in 1947?
Answer: In 1933, packaged beer accounted for 31% of sales; in 1947, 68%.

Question in Technology Dept.: What are the conversion factors for the density, API gravity, and specific gravity of oil?
Answer: The definitions of these terms, a table of specific gravity corresponding to degrees API, and formulas for interconverting these factors, were found in The Science of Petroleum, vol. 2, 1129-1132, with additional information in the U. S. Bureau of Standards, circulars #154,925,931, 934, "National Standard Petroleum Oil Tables", and in the Institute of Petroleum Technologists Journal, vol. 21: 860-870 (1935), located through Chemical Abstracts.

Question in Local History Room: When did DeValera visit Toledo?
Answer: DeValera was in Toledo March 22 and 23, 1920, and spoke at the Coliseum.

THE 50 NOTABLE BOOKS OF 1947

SELECTED BY AMERICA'S LIBRARIANS

Burns - THE GALLERY
Butterfield - THE AMERICAN PAST
Byrnes - SPEAKING FRANKLY
Canby - AMERICAN MEMOIR
Colum - LIFE AND THE DREAM
Davidson - STEEPER CLIFF
Dean - U. S. AND RUSSIA
Duncan - GUS THE GREAT

Fischer - GANDHI AND STALIN
Frost - STEEPLE BUSH
Gunther - INSIDE U.S.A.
Guthrie - THE BIG SKY
Haines - COMMAND DECISION
Hobson - GENTLEMEN'S AGREEMENT
Kantor - BUT LOOK THE MORN
Keith - THREE CAME HOME

Levin - MY FATHER'S HOUSE
Lewis - KINGSBLOOD ROYAL
Mauldin - BACK HOME
Meyer - PEACE OR ANARCHY
Millis - THIS IS PEARL!
Mott - GOLDEN MULTITUDES
Murphy - LOGBOOK FOR GRACE
Nevins - ORDEAL OF THE UNIO

Roberts - LYDIA BAILEY
Shirer - END OF A BERLIN DI
Spence - VAIN SHADOW
Stone - ADVERSARY IN THE HO
Taylor - RICHER BY ASIA
Toynbee - A STUDY OF HISTOR
Walker - THE QUARRY
West - THE MEANING OF TREAS

Brace - THE GARRETSON CHRONICLE
Brooks - THE TIMES OF MELVILLE AND WHITMAN
Conant - ON UNDERSTANDING SCIENCE
Crum - BEHIND THE SILKEN CURTAIN
Dallin - FORCED LABOR IN SOVIET RUSSIA
DeVoto - ACROSS THE WIDE MISSOURI
Hocking - A FREE AND RESPONSIBLE PRESS
Johnson - SOVIET RUSSIA SINCE THE WAR
Johnson - WILLIAM ALLEN WHITE'S AMERICA

Lauterbach - DANGER FROM THE EAST
LeComte Du Noüy - HUMAN DESTINY
Levi - CHRIST STOPPED AT EBOLI
Lundberg - MODERN WOMAN: THE LOST SEX
Matthiessen - THE JAMES FAMILY
Morison - THE BATTLE OF THE ATLANTIC
Paul - LINDEN ON THE SAUGUS BRANCH
President's Committee on Civil Rights -
TO SECURE THESE RIGHTS
Williams - HOUSE DIVIDED

BOARD OF TRUSTEES AND OFFICERS
Toledo Public Library

H. A. Knowlson	President
Joseph F. Rawlinson	Vice President
Theodore E. Reeves.....	Secretary
T. Hoyt Boden	Chairman, Extension Committee
Mrs. Frank B. McNierney ..	Chairman, Employment Committee
Allen Saunders	Chairman, Book Committee
R. S. Wenzlau	Chairman, Finance Committee
Herbert M. Sewell	Librarian and Clerk of Board
Robert D. Franklin	Assistant Librarian

DEPARTMENT AND DIVISION HEADS

Effie Abraham	Catalog Department
Marguerite Ainsworth	Order Department
Bertha Ball	Boys' and Girls' Room
Elizabeth Barrett	Circulation and Popular Library
Bernice Hamilton	History, Travel and Biography
Samuel S. McConoughey	Reference Department
Margaret Morningstar	Schools Division
Daniel R. Pfoutz	Technology Department
Mildred Shepherst	Local History
Ivah Stout	Literature Division
Helen Trettien	Business Division
Helen Waldvogel	Art, Music and Humanities
Dorothy Wells	Branch Department
Ethel Wright	Children's Department

BRANCH LIBRARIANS

Lillian Baumgardner	TOLEDO HEIGHTS, 423 Shasta Dr.
Harriett Calkins	SOUTH, Broadway and Langdon
Mary Kesler	LOCKE, Greenwood and S. Main
Ida Knox	KENT, Collingwood and W. Central
Betty Lee	JERMAIN, Galena and Superior
Margaret McCarthy	BIRMINGHAM, Genesee and Paine
Elizabeth Mayberry	LAGRANGE-CENTRAL, 171 E. Central
Florence Moodey	MOTT, 1085 Dorr St.
Leona Schinner	POINT PLACE, 4912 Summit St.
Marian Wadsworth	WEST TOLEDO, 1320 Sylvania Ave.

This report issued May 1948



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FOR *ALL* THE PEOPLE

Reporting Another Year of Library Service

1948

THE TOLEDO PUBLIC LIBRARY

at Eleven Addresses

TOLEDO, OHIO

UNIVERSITY OF MICHIGAN
GENERAL LIBRARY

"... The Librarian feels that we have made very real progress during 1948. That this is so can be attributed only to the efforts of our faithful staff, the sincere interest and expert guidance of our Library Board and the willingness of the Budget Commission to support our work. To all these the Librarian expresses his thanks."

—From the annual report of the Librarian, HERBERT M. SEWELL, to the Library Board.

A LIBRARY FOR YOUTH

"Libraries of today meet the challenging demands of tomorrow" says the inscription cut into the stone on the Madison Street side of the Main Library. More strictly speaking, the demands of tomorrow will be met, if at all, by the children of today. For this reason the Library's service to children deserves first mention in this annual report to the public. During 1948 we added 11,397 children's books to the 129,985 we had as that year started. We wore out and discarded 8,531, making a net gain at year's end of 2,866. Lending of these books averaged 43,001 a month, plus 176,732 books in 494 classroom deposit collections lent by our Schools Division to public and parochial schools.

In contrast, it is reported by the New York State Youth Commission that sixty million comic books are sold a month in America. Comics, accordingly, must have been bought by Toledoans, young and old, at the rate of more than 100,000 a month, representing a voluntary investment by the public of at least ten times as much money as the $10,400 spent in 1948 from tax funds to provide selected, high-grade recreational and informative reading for your children by the public library. Yet many parents realize that if they encourage their children to borrow and use library books from pre-school age up, comic books will have less chance to monopolize their reading time in wasteful and frequently unwholesome reading.

Children's librarians visited 522 rooms in 52 schools, and told stories to 10,747 children at 134 story hours. A library story hour over the city schools broadcasting station, WTDS-FM, was started in December. Among the special activities of the children's librarians were: advising parents on purchase of home encyclopedias and other reference books and Christmas book purchases; showing Girl Scouts the proper ways of mending and caring for books, and telling them how to use library books when working for their various merit badges; and conducting tours of the library.

Five branch libraries still lack children's librarians because of the local and national shortage of librarians trained in this field of service.

The Library gives special attention to the transition needs of young people of junior and senior high school ages and designates a professional librarian as Young People's assistant in each branch, under the general guidance of Mrs. Elizabeth Brand, of the Main Library's Young People's office, operated in conjunction with the Popular Library. The Library's "Y. P." workers meet together regularly to judge and select books on all phases of life that are specially suited to adolescents approaching maturity. Books, true or fictional, that exemplify with a light touch the elements making for happy family life are deemed particularly valuable for young people's reading, and the fact that young people want happy family life is proven by the popularity of such books.

YOU CAN TAKE IT WITH YOU

If the best way to destroy a species is to interfere with its nesting, or home requirements, then probably the best way to encourage and perpetuate human beings is to help them make good homes. This is where the Library shines, our friends tell us. If there's a home problem of any kind, on which good books are not available, we haven't heard of it. Take courtship and marriage—we've got excellent books on this topic, much used, too. We print an attractive list on the subject which the Family Life Education Service of the Board of Education uses in quantity, to mention one group, and which is among the Library lists and leaflets distributed by Toledo's Welcome Wagon to city newcomers.

When you're courted and wed and along come babies, you will want to read up on child care, if only to be able to argue with Grandma. People borrow our child-care books by the fistful every day, including those fascinating studies by Gesell whose staff secretly watch children of all ages from behind screens and can tell you why they behave as they do and what *not* to do about it. In any case, your children will grow older, and learn to read, and we've already told you how the Library provides books for *them.* If you want help with their adolescence problems—more books to lend.

Meantime you borrow house plans from us to decide on the layout for your dream home; you borrow *First Aid for the Ailing House* from us to guide your willing but inexperienced husband in home repairs and handy-man work, and if that book isn't "in," we've got lots of other good handy-man guide books. If you are blessed with a house that doesn't need repairs, you can keep your husband home and busy with handicrafts or gardening, aided by our books, while you make draperies, slip covers or hooked rugs with the aid of library books.

Yes, whether it's the inside or outside of your home you wish to improve, *there are books you can take with you* from the nearest branch or the Main Library, and you did take 1,334,984 with you in 1948.

Grandma, reconciled at last to the newer methods of child-rearing, may be content with a cozy corner and a happy-ending novel from our shelves, while Grandpa may enjoy reading biographies or, who knows, foxily sharpening his chess strategy from our collection of chess manuals. Your junior high school boy meanwhile may be creating assorted compounds and odors in his basement chemistry lab, with a library book propped open on the table.

If you wonder whether the children got their traits from your side of the family tree or your spouse's, and anyway you'd like to trace your ancestry, the Local History and Genealogy Room of the Library has indexes to family and county histories from much of America east of the Mississippi River and from the old countries.

Toledo is probably the friendliest city you ever struck, but if you get homesick for your home town, maybe you'd enjoy consulting its telephone directory which may be among the several hundred on file in our Reference Department, or its newspaper which may be among the twenty-five out-of-town papers we subscribe to for you in our Newspaper Room (entrance on Adams Street side of the Main Library).

SUCH THINGS HAPPEN IN A LIBRARY

A man phoned the Reference Department in May to verify the highest mountain in the world. Samuel S. McConoughey, head of Reference, quoted authority for Mt. Everest's claim (29,141 ft.), but the man said his encyclopedia (*People's,* copyright 1888) recorded a Mt. Hercules in New Guinea, 32,783 feet high. Mr. McConoughey, who possesses one of those retentive minds invaluable in reference work, recalled a recent newspaper article about a famous hoax book published in 1875 (J. A. Lawson's *Wanderings in New Guinea*) purporting to be a true record of travels in New Guinea, which described actually non-existent natural wonders of that island so convincingly as to take in a leading publisher of England. The Toledo Public Library has an old copy in its stacks, with a newspaper clipping of 1910 pasted in, exposing the hoax, and with a valid-looking map in back which sure enough shows the imaginary Mt. Hercules' height. It was from this source that the telephone inquirer's home encyclopedia had taken its data.

SUGGESTIONS, PLEASE

The Library gets plenty of compliments on its services and resources, if you will pardon the seeming immodesty of that remark, but is just as anxious to know when it fails to have what you want. We are always glad to have constructive suggestions from the public regarding any aspect of the Library's service, whether it relates to the facilities themselves, or to books and periodicals, regulations and procedures. A "suggestion box" is provided at the Main Library, and several helpful ideas have been received through it. The Library staff appreciates the universally friendly attitude shown us by the public at large and by other institutions and public services.

STAFF ASSOCIATION

Employees of the Library have for several years maintained an active Staff Association. Its purposes are: "To further the interests of the Library and promote the mutual understanding and general welfare of the staff; to act as a clearing house for ideas and suggestions; to function as official spokesman on any questions that affect the general welfare of the staff."

Officers elected in May 1948 are: Mrs. Carlton Solon, President, Josephine Hudzinski, Vice-President, Celestine Voorhees, Secretary, and Elizabeth Schwyn, Treasurer.

As a result of the interest of the Staff Association, the Library Board, and the Friends of the Library, a *Scholarship Loan Fund* has been established which will be supervised by a joint council composed of three Staff Association members, Mr. T. Hoyt Boden of the Library Board, and Mr. Theodore Reeves representing the Friends. When funds available reach an appropriate amount, loans can be made to needy and deserving students of the Toledo area who wish to attend an accredited library school.

During the year of 1948 the Staff Association arranged talks by Rabbi Leon Feuer, Rev. Clyde Adams, Mrs. Margaret Dwyer, of the Board of Education, Miss Mildred Sandoe, of the State Library of Ohio, and co-sponsored a Toledo Town Meeting discussion of censorship.

TECHNOLOGY TELLS YOU HOW

Every engineer and scientist can keep in touch with the latest trends and discoveries in his field of interest through the Toledo Public Library's Technology Department, one of the finest technical libraries in the country. Material not only from sources in the United States but from many foreign sources is available, and arrangements for microfilming and photostating can be made. The Department contains more than 30,000 books and receives over 400 periodicals ranging from abrasives to welding, airplanes to yachting, agriculture to zoology. In addition to a file of the U. S. Patents Specifications, the U. S. Patent Office Gazette and Canadian Patents publications are received, and the Department is an official depository for federal documents.

Besides these industrial applications, the Technology Department helps individuals with their craftwork, housekeeping, home repair and mechanical hobbies, and is prepared with up-to-date books and periodicals in virtually all the sciences.

The reference and research work of the Technology Department and its Business Service Division is measured in part by the 44,011 questions handled in 1948, 6,061 by telephone. The business and industrial community gives frequent testimony to the helpfulness and courtesy of its staff.

YOUR BUSINESS IS OUR BUSINESS

Who makes steering wheel spinners? Who are the officers of the Atlantic Steel Castings Company? What were the dividends for the S. S. Kresge Company in 1948? What are the restrictions on trade with Algeria? These are the sort of questions you may ask the Business Service Division of the Main Library's Technology Department. Here are the latest editions of Thomas' Register, MacRae's Blue Book, Poor's Register of Directors, and the Standard Advertising Register, as well as the publications of Kiplinger, Babson, and Moody, and trade catalogs for nearly 4,000 companies.

Perhaps you subscribe to the magazine of your particular trade but don't keep an extensive back file. You can refer at the Library to both the current issues and bound files of previous years of 125 trade magazines, such as Printers' Ink, Hardware Age, Gift and Art Buyer, Purchasing, National Underwriter, and Barron's. There are also 300 house organs available.

Have you wondered which make of washing machine to buy? Or how to select a long-wearing fur coat? You may consult the file of Consumer Reports and Consumer Research Bulletins, all indexed. If your secretary strikes a snag typing your letters she can phone us for information she needs. Besides these special services, there are 10,912 books and 2,803 bound magazines as well as 15,800 pamphlets on the whole range of subjects that apply to business and industry: economics, labor, finance, tariffs, real estate, insurance, geography, accounting, transportation, correspondence, industrial relations, salesmanship, and advertising.

The Business Service Division answered 13,862 questions in 1948, 2,281 of them by telephone. Its motto is: YOUR BUSINESS IS OUR BUSINESS.

SOMETHING NEW!

"The lending of educational 16 mm films began on October 25th with an appropriation of $4,000. At the close of the year our stock consisted of 69 titles on 72 reels and we had registered 127 borrowers. Films were shown 616 times to audiences totalling 23,193. Our nominal fee of ten cents for each fifteen minutes of film length brought in $31.50. Such figures, for little more than two months of service, show what a potentially important and useful feature of our work we have begun. The reaction of the public to the new film service has been enthusiastic and articulate. Already the staff assigned to the service, one half-time professional worker, plus a page—has proven entirely inadequate to care for the minimum needs properly. It is our hope that during 1949 we will be able to find the added personnel necessary to permit the growth such a service deserves." . . . From the Librarian's Annual Report to the Trustees.

Films are loaned between the hours of 3 to 6 p.m. Monday through Friday, and from 11-12 a.m. on Saturday, and must be returned by one o'clock of the next day the Library is open. Only residents of Lucas County can borrow films and only for use within the county. Any individual or organization with approved equipment may borrow the films, after registering at the Film Service Desk in the central court of the Main Library. Borrowers are responsible for the films, which are carefully inspected before and after each use. They may be booked ahead as far in advance as desired.

***Subjects on which films are available include*:**

America and its wonders: national parks, winter sports, Niagara Falls, Great Lakes, the Mississippi River, New York City. ¶Natural science, birds, flowers, wild animals, mosquitoes, tiny creatures of the soil. ¶Fine arts, music, making of a mural, handicrafts. ¶International relations, peoples of other countries, racial tolerance. ¶Psychology, child study, human relations, public opinion, delinquency, traffic safety, first aid, sportsmanship, and personnel supervision. ¶Railroading, spark plug manufacture, control of stream pollution, nutrition, gardening, conservation.

During the two months of operation in 1948, films were given to the Library or deposited with it by the Dairy Council of Toledo, the Champion Spark Plug Company, the Willys-Overland Company, the Toledo Area Sanitary District, the National Conference of Christians and Jews. At the close of the year films were expected from the New York Central Railroad, the Aluminum Company of America, and other sources. All gift films are subject to approval by the Librarian, as with gift books. If Toledo follows the trend elsewhere in cities where public libraries lend films, numerous organizations will undertake to give films annually for the common benefit. Josephine Hudzinski is the librarian in charge of film service.

REMEMBER THE FILM SERVICE HOURS, for lending and for telephone inquiries: 3 to 6 p.m. Monday through Friday. 11 to 12 noon on Saturday.

HIGHLIGHTS OF THE YEAR

"Highlights" is an appropriate heading, because this year new ceiling lighting was installed in the Newspaper Reading Room, over the Book Return and Film Service areas and in the General Reference Room, to bring desk footcandles up from a dim five to a bright, eyesight-saving forty. New lighting also was installed at Locke and West Toledo Branch libraries, and other major repairs made at Jermain, Mott and South Branches.

Saturday hours at Main were changed September 11 to 9-5 (formerly 9-1) for the fall, winter and spring, lengthening the weekly total to 63 hours. Since the staff works a 38½ hour week, the new hours stretch schedules to a point where illness or other absence, and occasional peak demands, reduce the ability of the Library to maintain the desired standards of service. The public has welcomed the new Saturday hours however, and the staff is managing satisfactorily, while hoping for reinforcements.

Books classified in the 100's, 200's and 300's, embracing psychology, philosophy, religion and social sciences, were moved, with their card indexes, from the Art, Music & Humanities Division at Main to the adjoining General Reference Room, providing expansion space for Art and Music, and better facilities for servicing the subjects shifted.

A regular weekly radio program was made available to the Library as a public service feature by WTOD and now is heard Fridays at 11:30 a.m.

The newly organized Friends of the Library held three meetings during the year under the leadership of the following officers: A. Gilmore Flues, President, Mrs. David S. Frank and Richard Pheatt, Vice-Presidents, Mrs. Albert Bershon, Secretary, and J. Arch Anderson, Treasurer. Officers for 1949 are listed elsewhere. Membership is open to any citizen interested in the general objectives of the Library. Dues are $1.00.

After serving his term of seven years as a conscientious and resourceful trustee, Theodore Reeves resigned from the Library Board in September but remains active in the Friends of the Library. H. A. Knowlson, president of the Board for two years, and member since 1935, moved his place of residence beyond the city school district limits in November, depriving the Library Board of his keen and experienced guidance, but continuing as a Library Friend. Wilfrid Hibbert and George M. Closs were elected by the Board of Education to fill the vacancies. Present trustees are listed inside the back cover.

For a statistical windup: the Library added 27,383 books, discarded 15,181, had over 500,000 volumes at year's end, including 451,676 cataloged books, the rest documents and bound periodicals. We made 65,184 catalog cards, bought 7,059 already printed by the Library of Congress, and filed them alphabetically, no mean task. We registered 13,112 new patrons, renewed 8,321 borrowers' cards, ending with 81,948. (Are you among them?) Among incidental jobs we microfilmed 1,455 pages for patrons, took 372 photostat orders, and granted use of library auditoriums to 52 organizations for 340 meetings. Twenty-four group tours of the Main Library were conducted. Not all visitors to the Main Library were counted, but in adult departments we clocked 252,669, or about 902 a day.

GIFTS AND ENDOWMENT FUNDS

While the library does not make any general solicitation of funds, it has received in the past several substantial gifts and trust funds, the income from which helps with the purchase of special collections and equipment. Among these are the Libbey Fund ($100,870 principal) and the Anna R. Mott Fund ($2,700). During 1948 Miss Cordelia Hopkins of Long Beach, formerly of Toledo, added $700 to the $300 she had previously given to provide income for the purchase of books on genealogy and local history.

Twenty-four companies contributed $705 to our Patents Fund to help with expensive Patents Specifications files of special value to their businesses, and the Foremen's Club again gave $50 for books in their field of interest. Gifts of books and periodicals were too numerous to mention here, but totaled 2,487 volumes added to the Library's shelves. Gifts of films are recorded elsewhere in this report.

The Library welcomes all gifts of useful books and materials. We especially invite gifts of old local history records, letters, maps, documents, which will be safely preserved for posterity in the Library's locked cabinets or vault. Visit the Local History Room to see its treasures, and look around in your attic for material that might help historians trace this area's history.

1948 EXPENDITURES

Salaries (141 regular, 88 hourly part-time employees)	$373,198.84
Staff Annuities & Insurance—(Employer's Share)	15,219.89
To meet principal and interest payments, Main Library Building Bonds	66,660.00
Books and Periodicals (including trust & gift funds)	55,149.72
Cartage	2,921.45
Binding (including Patents Fund)	20,675.91
Supplies and New Equipment	10,678.25
Repairs and Maintenance	25,640.41
Rent—Point Place Branch	700.00
Heat	10,988.72
Light and Power	15,387.42
Telephone	2,822.42
Property Insurance	1,652.76
Films & Film Equipment	4,037.04
Hopkins Trust Fund Investment	1,000.00
Miscellaneous	742.06
TOTAL	607,474.89

(Note: Income other than "intangibles" tax revenues—fines, fees, gifts, trust funds, etc., totalled $32,181.43, included in above expenditures.)

YOU ASKED US...

Perhaps the answers to the following questions are not specially important to you, but each *was* important to some Toledoan who sought and found the answer in the Toledo Public Library. In fact we answered 232,000 such questions during 1948—many of them by telephone.

One of the Library's most important functions is to act as the information center of our community. Our business is facts and how to find them. Try us next time you are "stuck." In 1948, people asked us:

For the history of milk bottles.
What is the Schlieren method of photography?
What songs were popular in Lincoln's time?
Why are hands on dummy clocks always set at 8:18?
What social reforms occurred during the Victorian Age?
Which state was the first to abolish capital punishment? (Michigan 1847)
About the "year without a summer." (1816)
What number and proportion of American men were rejected as physically unfit for military service in World War II?
What colleges have abolished fraternities and sororities?
When did the phrase "photofinish" first come into use?

To define "Gray goods," Finished goods," and "Staple goods."
Date of the cholera plague in Toledo. (1854)
For map showing old Roman roads.
When was the hottest weather in Toledo? (July 15, 1936. 105°)
What are the Federal Government specifications for soap chips?
Dates of tobacco auctions in various areas.
Total of dwelling units in the United States. (41,747,000 in April, 1947)
For data on the construction and management of Drive-in Theatres.
Ohio sanitary laws governing the sale of bedding.
About the work of nuns during the Civil War.

How much money has been given away on radio programs?
Number of candy bars manufactured in 1947.
Data on business opportunities in Alaska.
For material on the effects of comics on children.
What is Zeolite process of water softening?
For increases in school enrollment throughout the nation.
Number of times the U.S. and Russia have each used the U.N. veto.
What are uses of Sesame oil?
How to stop a knock in a water pipe.
How the electric organ works.

For history of Spanish land grants in Michigan.
What is the size of the average Toledo family?
How much is the U. S. spending on veterans' education each year?
For information on new types of prefabricated houses.
How to tan a snake hide.
Where in Toledo can you get silver plating done?
Where to write for C.C.C. record of service?
For ideas for a school carnival.
The rules for the game of lacrosse.
Where to get a stuffed owl to scare starlings away?

BOARD OF TRUSTEES AND OFFICERS

Joseph F. Rawlinson	President
T. Hoyt Boden	Vice-President
Wilfrid Hibbert	Secretary
Mrs. Frank B. McNierney	Chairman, Employment Committee
Allen Saunders	Chairman, Book Committee
George M. Closs	Chairman, Building Committee
R. S. Wenzlau	Chairman, Finance Committee
Herbert M. Sewell	Librarian
Robert D. Franklin	Assistant Librarian

DEPARTMENTS AND DIVISIONS

Main Library, 325 Michigan, MAin 3135

Art and Music Division	Betty Gehring
Bookkeeper	Genevieve Schneider
Boys' and Girls' Room	Bertha Ball
Branch Department	Dorothy Wells
Business Service	Helen Trettien
Catalog Department	Effie Abraham
Children's Department	Ethel Wright
Circulation	Margaret Schwyn
History, Travel, Biography Division	Bernice Hamilton
Literature Division	Ivah Stout
Local History and Genealogy Division	Mildred Shepherst
Maintenance Superintendent	Harvey Krueper
Order Department	Marguerite Ainsworth
Popular Library	Gertrude Kirschner
Purchasing Office	Helen Hammersmith
Reference Department	Samuel S. McConoughey
Schools Division	Margaret Morningstar
Technology Department	Daniel R. Pfoutz

NEIGHBORHOOD BRANCHES

Birmingham, 203 Paine Avenue	Margaret McCarthy
Jermain, 315 Galena Street	Betty Lee
Kent, 3026 Collingwood Boulevard	Ida Knox
Lagrange-Central, 171 E. Central Avenue	Elizabeth Mayberry
Locke, 806 Main Street	Mary Kesler
Mott, 1085 Dorr Street	Florence Moodey
Point Place, 4912 Summit Street	Leona Schinner
South, 1638 Broadway Avenue	Harriett Calkins
Toledo Heights, 423 Shasta Drive	Lillian Baumgardner
West Toledo, 1320 Sylvania Avenue	Marian Wadsworth

OFFICERS OF THE FRIENDS OF THE TOLEDO PUBLIC LIBRARY

Mrs. David S. Frank	President
Dr. Morton Goldberg and Ford R. Weber	Vice-Presidents
Mrs. Carll S. Mundy	Secretary
Ross Lucke	Treasurer

FIFTY NOTABLE BOOKS OF 1948

Selected by the American Library Association

No Place to Hide	David Bradley
The Plague	Albert Camus
The Proper Study of Mankind	Stuart Chase
The Gathering Storm	Winston Churchill
Education in a Divided World	James B. Conant
Russia and the Russians	Edward Crankshaw
Crusade in Europe	Dwight Eisenhower
The United Nations	Herbert V. Evatt
The United States and China	John K. Fairbank
Intruder in the Dust	William Faulkner
George Washington	Douglas S. Freeman
Gandhi's Autobiography	Mohandas K. Gandhi
Mechanization Takes Command	Sigfried Giedion
The Heart of the Matter	Graham Greene
Witness to the Word	Edith Hamilton
Memoirs of Cordell Hull	Cordell Hull
The Africa of Albert Schweitzer	C. R. Joy
Sexual Behavior in the Human Male	Alfred C. Kinsey
Henry David Thoreau	Joseph W. Krutch
Making of an Insurgent	Fiorello La Guardia
American Democracy	Harold J. Laski
Road to Reason	Pierre Lecomte Du Nouy
Raintree County	Ross Lockridge
Folk Song: U.S.A.	John and Alan Lomax
A Mask for Privilege	Carey McWilliams
The Naked and the Dead	Norman Mailer
Jefferson and his Time	Dumas Malone
Dr. Faustus	Thomas Mann
The Lincoln Papers	David C. Mearns
The Seven Storey Mountain	Thomas Merton
Cry, the Beloved Country	Alan Paton
Stalingrad	Theodore Plievier
Human Knowledge	Bertrand Russell
Remembrance Rock	Carl Sandburg
The Young Lions	Irwin Shaw
Roosevelt and Hopkins	Robert Sherwood
Laughter in the Next Room	Sir Osbert Sitwell
Literary History of the U.S.	R. E. Spiller
Fire	George R. Stewart
The Stilwell Papers	Joseph W. Stilwell
On Active Service in Peace and War	Henry Stimson
The Taste of Angels	Francis H. Taylor
Civilization on Trial	Arnold J. Toynbee
The Great Rehearsal	Carl Van Doren
Road to Survival	William Vogt
The West at Bay	Barbara Ward
Age of the Great Depression, 1929-1941	Dixon Wecter
We Need Not Fail	Sumner Welles
Man Called White	Walter F. White
The Ides of March	Thornton Wilder

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YOUR PUBLIC LIBRARY . . . IN 1949

LENT 1,458,103 books and 6,393 films

ANSWERED 229,961 questions

GAVE 178 children's story hours and 108 other talks to groups

[ANNUAL REPORT OF THE TOLEDO PUBLIC LIBRARY, TOLEDO, OHIO]

OF THE 1,458,103 BOOKS LENT you in 1949, about 70% were borrowed at Branch Libraries where 59% of library patrons originally applied for the 85,935 borrowers cards in force. Cards are good anywhere in the library system. Visitors to the adult lending departments at the Main Library were clocked at about 1006 a day, or 289,866 for the year.

A LITTLE OVER HALF of all the books lent were for children under 15. Besides the 752,515 children's books borrowed directly, 526 sets of selected books were placed in public and parochial classrooms by the Schools Division. These were made up of 17,474 books, which were used 177,137 times, an increase over the previous year of 13,829 circulations due to growing enrollment. The total increase in children's book loans was 73,364—the biggest year in the Library's history.

OF THE LOANS TO ADULTS and young people of high school age, about half were novels and stories. The other half—books that librarians call adult non-fiction

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GENERAL LIBRARY



—included 9,280 in religion; 18,460 philosophy and psychology; 20,075 travel; 21,585 history; 26,380 social sciences; 30,414 biography; 32,108 essays, poetry, drama and general literature; 43,435 fine arts and sports; 71,237 science and technology; and 57,115 magazines. These figures indicate the variety of reading and information needs met by your Library.

BORROWERS ALONE do not measure the Library's usefulness. Registered and non-registered inquirers stream hourly to the eleven agencies of the Library, or telephone for information, asking 229,961 questions in 1949. The whole range of human knowledge is tapped by these questions. Many of the answers are needed by business and industry in its daily operations, and of course teachers and students are steady "customers".

THE LIBRARY ACQUIRED 29,491 new volumes, including 1,438 through binding of the more than 1100 periodicals received, to bring the total to 539,538 volumes at Main and ten branch libraries.

LENDING OF 16 MM non-theatrical motion pictures, which was started in October 1948, expanded steadily in 1949. By year's end there were 694 registered film borrowers, and 201 films on various subjects, which in 1949 were lent 6,393 times, and were seen by 246,580 people, in churches, homes, meeting halls, business places and institutions of Toledo and Lucas County.

TO ACQUAINT THE PUBLIC with the myriad resources of the Library, the staff gave 108 talks to outside groups. Children's librarians gave 178 story hours at Jermain, Kent, Lagrange-Central, Mott, Toledo Heights and West Toledo branches, attended by 12,019 children. Four branch-

es lack children's librarians. Two regular weekly radio programs are conducted by the library staff, over WTOD and WTDS-FM. Sixteen special book lists were distributed to the public.

MAIN LIBRARY MEETING ROOMS were used 247 times by 69 organizations. Meeting rooms in Branches were used 153 times.

GIFTS TO THE LIBRARY during 1949 included $1000 from Miss Cordelia Hopkins in memory of her mother, $780 from 23 companies and individuals for the Library's Patent Fund, $50 each from the Foremen's Club and the Association of Historical Societies for appropriate book purchases. Donors of $5 or more also included Fort Industry Chapter D.A.R., Marthalou DeShetler, Longfellow School Girl Scouts, George L. Merrill, and a donor requesting anonymity who gave $234 to purchase a new edition of the Talmud. Gifts from twelve other individuals and groups together with those above brought the total of donations to $2230.15.

3,386 VOLUMES suitable for library use were given by Toledoans too numerous to list here, but deserving this expression of thanks on behalf of the community.

1949 EXPENDITURES

Salaries (231 employees)	$428,585.36
Staff Annuities and Insurance	18,530.47
Books and Periodicals	56,853.63
Films	4,035.99
Cartage	3,324.28
Binding	21,101.43
Supplies and New Equipment	10,064.39
Repairs and Maintenance	15,313.85
Rent—Point Place Branch	900.00
Heat—Ten Buildings	9,189.97
Light and Power	16,691.65
Telephone	3,166.46
Water	241.72
Property Insurance	4,279.86
Hopkins Fund Investment	1,000.00
Miscellaneous	590.95
Total disbursements	$593,870.01

(Note: Income other than tax revenues—overdue fines, damages, fees, gifts, trust funds, etc., totalled $32,741.46)



BOARD OF TRUSTEES AND OFFICERS

Joseph F. Rawlinson	President
T. Hoyt Boden	Vice-President
Wilfrid Hibbert	Secretary
Mrs. F. B. McNierney	Ch., Employment Comm.
Allen Saunders	Ch., Book Committee
George M. Closs	Ch., Building Committee
Philo C. Dunsmore	Ch., Finance Committee
Herbert M. Sewell	Librarian
Robert D. Franklin	Assistant Librarian

The Library lost a faithful and able friend and trustee in the death Jan. 13, 1950 of Russell S. Wenzlau, member of the Library Board since 1938.

DEPARTMENTS AND DIVISIONS

Main Library, 325 Michigan, MAin 3134

Art-Music-Sports Division	Elizabeth Mayberry
Bookkeeper	Genevieve Schneider
Boys' and Girls' Room	Bertha Ball
Branch Department	Dorothy Wells
Business Service	Helen Trettien
Catalog Department	Effie Abraham
Children's Department	Ethel Wright
Circulation	Margaret Schwyn
Film Division	Josephine Hudzinski
History-Travel-Biography Division	Bernice Hamilton
Literature Division	Ivah Stout
Local History & Genealogy Division	Mildred Shepherst
Maintenance Superintendent	Harvey Krueper
Order Department	Marguerite Ainsworth
Popular Library	Gertrude Kirschner
Purchasing Office	Helen Hammersmith
Reference Department, Religion & Social Sciences	Samuel S. McConoughey
Schools Division	Margaret Morningstar
Technology Department	Daniel R. Pfoutz

NEIGHBORHOOD BRANCHES

Birmingham, 203 Paine Avenue	Margaret McCarthy
Jermain, 315 Galena Street	Betty Lee
Kent, 3026 Collingwood Boulevard	Ida Knox
Lagrange-Central, 171 E. Central	Leona Schinner
Locke, 806 Main Street	Mary Kesler
Mott, 1085 Dorr Street	Florence Moodey
Point Place, 4912 Summit Street	Celestine Voorhees
South, 1638 Broadway	Harriett Calkins
Toledo Heights, 423 Shasta Drive	Lillian Baumgardner
West Toledo, 1320 Sylvania Ave.	Marian Wadsworth

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THE DIMENSIONS OF SERVICE

TOLEDO PUBLIC LIBRARY ANNUAL REPORT FOR 1952

MEASURING ALL THE SERVICES performed by the Toledo Public Library during 1952 is, by the nature of those services and their continuing effects, an endless enterprise. Yet the Library's staff and the public want figures that may be compared with those of previous years, and that give some idea of the scope of the Library's operations.

SO THE LIBRARY COUNTS its outgoing books, at neighborhood branches as well as Main Library, and can tell you that residents of the Toledo area borrowed 1,528,971 books, pamphlets, and magazines in 1952, almost 9% more than in 1951. Adult loans were 654,197, juvenile 874,774. The neighborhood branches lent more books than in any year since 1940, and several branches exceeded all previous records in juvenile books lent. Included also is the record number of 23,885 books deposited in 701 elementary classrooms by the Library's Schools Division, read 222,758 times.

THE TOTAL OF MOTION PICTURE films lent is another dimension of service. For use in Lucas County the Library made 7,654 loans from its stock of 509 sound films, 16mm size, for audiences totaling 285,295 persons.

THE QUESTIONS PEOPLE ASK the Library sometimes lead to the loan of a book or other material, sometimes not. At any rate, the Library staff tallied 205,081 questions, and undoubtedly answered many others they failed to count. Questions range from easily-answered ones like "where can I find a book on the care of dogs", to tough technical que-

UNIVERSITY OF MICHIGAN
GENERAL LIBRARY



ries that may require extensive search. Some samples:

Depth to plant tulip bulbs. (6″ to 8″).
Duties of a church financial secretary.
Was a man named Atchison ever President? (Yes, March 4, 1849).
Location of Glassboro in Toledo in 1892.
Production figures of plastic closures.
Kroll process of titanium refining.
Toledoans' present total annual income. ($591,576,000).

THE NUMBER OF BOOKS ADDED, and the number withdrawn, and thus the net increase in book and document and film stock, is another dimension. Total book stock is now 596,685 bound volumes. In 1952 the Library was given 5,030 books, of which 1,743 were added to the cataloged stock-in-trade. Newspapers, periodicals, and documents bound for permanent shelving added 1448 volumes. The Library bought, from dealers and publishers in America and a few foreign countries, an additional 26,986 volumes, comprising an almost infinite variety of fact, fiction and opinion. Yet this was a selection from about three times as many published works newly offered for sale and from many times that total of desirable older books. The Library has to divide its book funds judiciously among subject fields and between children's and adult books, and is never able to buy even half the books its department heads feel a need for.

A TOTAL OF 92,507 CATALOG CARDS were made and filed to guide readers and librarians to books, by author, title or subject.

REGISTRATION OF BORROWERS and the issuing of borrowers' cards is another measure of performance. New borrowers in 1952 totaled 23,918, of whom 14,839 were adult. Juvenile cards were issued to 9,079 children of kindergarten to 8th grade level. While 88,367 persons now have library cards, a much larger portion of the residents of the Toledo area use the Main Library or a branch at some time or other. All members of a family may have individual cards, or books for all

may be borrowed on one adult member's card, and of course thousands of people visit and use the library without registering for lending privileges. Visitors in adult areas of the Main Library alone averaged 879 per day, 252,640 for the year.

USE OF LIBRARY MEETING ROOMS by outside groups is another value index. This year more than 60 organizations held 404 meetings in library auditoriums, besides the meetings scheduled there for library purposes.

STAFF MEMBERS GAVE 338 TALKS to groups, reviewing books or telling stories for children, including 203 scheduled Story Hours at the Main Library and branches. At West Toledo Branch there are separate story hours and film showings for pre-schoolers and for children aged six to twelve.

FINALLY, there is the dimension of money. A community can scarcely gauge the money value of its Library's services, which have come to be regarded as indispensable in a free society for the development of an informed, literate and freely-inquiring citizenry. The cost of these services is summarized below:

EXPENDITURES IN 1952

Salaries (230 employees)	$508,237.68
Staff Annuities and Insurance	39,248.15
Books and Periodicals	67,286.92
Films	3,518.94
Cartage	3,808.72
Binding	19,213.09
Supplies and New Equipment	12,709.37
Repairs and Maintenance	28,585.46
Rent—Pt. Place and Sanger Branches	4,440.00
Heat—10 buildings	10,135.87
Light and Power	19,501.65
Telephone	3,591.37
Water	375.47
Property Insurance	463.83
Library Building Bonds (interest only)	18,915.00
Miscellaneous	635.88
Total Expenditures	740,667.40

Note: Income from taxes (the personal property or "intangibles" tax, not the realty or payroll taxes) was $722,525.00.

BOARD OF TRUSTEES AND OFFICERS

Joseph F. Rawlinson	President
Philo C. Dunsmore	Vice-Pres. and Chmn., Finance Comm.
Wilfrid Hibbert	Secretary and Chmn., Building Comm.
Dr. Morton Goldberg	Chmn., Extension Comm.
Mrs. F. B. McNierney	Chmn., Employment Comm.
Allen Saunders	Chmn., Book Committee
Eugene Winchester	Chmn., Rules Committee
Herbert M. Sewell	Director
Robert D. Franklin	Assistant Director

HEADS OF DEPARTMENTS AND DIVISIONS
Main Library, 325 Michigan, MA 3134

Arts-Music-Sports Division	Elizabeth Mayberry
Bookkeeper	Genevieve Schneider
Boys' and Girls' Room	Bertha Ball
Branch Department	Dorothy Wells
Business Division	Helen Trettien
Catalog Department	Effie Abraham
Children's Department	Ethel Wright
Circulation	Margaret Schwyn
Film Division	Josephine Hudzinski
History-Travel-Biography Division	Marie Merhab
Literature Division	Ivah Stout
Local History and Genealogy Division	Mildred Shepherst
Maintenance Superintendent	Harvey Krueper
Order Department	Miriam Bender
Popular Library	Elizabeth Brand
Purchasing Office	Helen Hammersmith
Religion, Philosophy and Social Science Department	Samuel S. McConoughey
Schools Division	Margaret Morningstar
Technology Department	John Allshouse

HEADS OF NEIGHBORHOOD BRANCHES

Birmingham, 203 Paine Avenue	Margaret McCarthy
Jermain, 315 Galena Street	Elizabeth Hinklin
Kent, 3026 Collingwood Blvd.	Lillian Baumgardner
Lagrange-Central, 171 E. Central	Esther Burrer
Locke, 806 Main Street	Mary Kesler
Mott, 1085 Dorr Street	Florence Moodey
Point Place, 4912 Summit Street	Celestine Voorhees
Sigmond Sanger, 2022 W. Central	Wilma Kuhr
South, 1638 Broadway	Harriett Calkins
Toledo Heights, 423 Shasta Drive	Leona Schinner
West Toledo, 1320 Sylvania Ave.	Marian Wadsworth

1952 STATISTICAL SUMMARY

Population of Toledo (1950)	303,616
Total circulation of books, etc.	1,528,971
Film loans	7,654
Film audiences	285,295
Reference questions	205,081
Volumes added (incl. 102 microfilms, etc.)	30,279
Total book stock	596,685
New borrowers registered	23,918
Total registration	88,367
Expenditures	$740,667.40

YOUR LIBRARY BROADCASTS BOOK DISCUSSIONS ON SATURDAYS AT 1:30, WSPD

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1953

MAY 18 1954
Library Science
UNIVERSITY OF MICHIGAN
GENERAL LIBRARY



BOOKS AND PEOPLE

Annual Report of
THE TOLEDO PUBLIC LIBRARY

YOUR LIBRARY IN 1953

OPERATED the Main building for 3156 hours of service and eleven branch libraries for 24,410 hours, a total of 27,566 hours.

LENT 1,482,769 books and 7,549 motion picture films.

ANSWERED 204,126 reference questions.

DEPOSITED in elementary school classrooms, public and parochial, 778 sets of books which were read 233,731 times.

REGISTERED 16,006 new borrowers, of whom 8,413 were adult and 7,593 children. Total at year's end: 91,621.

UNIVERSITY OF MICHIGAN
GENERAL LIBRARY



AND YOUR LIBRARY

ADDED 35,277 books, by purchase or gift, to a book stock now totaling 613,548 vols. Also 63 movie films were added.

FILED 82,039 new catalog cards among the 4,000,000 already guiding you and librarians to books and facts.

SUBSCRIBED to 895 different periodicals, with back numbers bound and shelved for reference use.

GAVE TALKS . . . to 107 groups about books and library services.

TOLD stories to children at 245 Story Hours, and gave them 47 film showings, too.

VISITED 983 school classrooms and received 1,375 return visits by classes, to libraries.

PERMITTED local organizations to use Library meeting rooms for **362 meetings, concerts and lectures.**

TO DO ALL THIS YOUR LIBRARY SPENT:

For salaries (227 employees)	$539,857.86
Staff Annuities and Insurance	29,667.55
Books and Periodicals	78,073.86
Films	3,579.99
Cartage	4,122.90
Binding	18,766.22
Supplies and New Equipment	19,303.26
Repairs and Maintenance	42,762.19
Rent—Pt. Place and Sanger Branches	4,685.00
Heat—10 buildings	10,238.70
Light and Power	19,457.52
Telephone	3,884.49
Water	468.23
Property Insurance	4,868.74
Special Assessments	6,498.86
Miscellaneous	1,040.28
Total Expenditures	$787,275.65

Note: Library tax funds come entirely from the classified property "intangibles" tax, **not** from realty, sales or payroll taxes. Income other than tax revenues—overdue fines, damages, fees, gifts, booksales, trust funds, etc., totaled $37,460.02.

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Lev Flournoy	Chmn., Book Committee
Dr. Morton Goldberg	Chmn., Extension Committee
William P. Sanzenbacher	Chmn., Building Committee
Eugene Winchester	Chmn., Rules Committee
Herbert M. Sewell	Director
Robert D. Franklin	Assistant Director

This is "The Public Library of the City School District of the City of Toledo, Ohio" (population 303,616). It is free to all residents of Lucas County.



Visitors to adult departments of the Main Library totaled 253,492 in 1953, an average of 883 per day.

HEADS OF DEPARTMENTS AND DIVISIONS

MAIN LIBRARY, 325 MICHIGAN, MA. 3134

Arts-Music-Sports Division.....Elizabeth Mayberry
Bookkeeper.....Genevieve Schneider
Boys' and Girls' Room.....Bertha Ball
Branch Department.....Dorothy Wells
Business Division.....Helen Trettien
Catalog Department.....Josephine Hudzinski
Children's Department.....Ethel Wright
Circulation.....Margaret Schwyn
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History-Travel-Biography Division.....Marie Merhab
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Lagrange-Central, 171 E. Central.....Esther Burrer
Locke, 806 Main Street.....Laura Briesemeister
Mott, 1085 Dorr Street.....Florence Moodey
Point Place, 4912 Summit Street.....Elizabeth Hinklin
Sigmond Sanger, 2032 W. Central.....Wilma Kuhr
South, 1638 Broadway.....Mary Jane Swift
Toledo Heights, 423 Shasta Drive.....Mary Kesler
West Toledo, 1320 Sylvania Avenue.....Marian Wadsworth

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Eugene Winchester.....Chmn., Rules Committee

Herbert M. Sewell.....Director
Robert D. Franklin.....Assistant Director

SATURDAY RADIO BROADCASTS OF THE LIBRARY
WTOL, 8:15 a.m.; WTOD, 10:00 a.m., and WSPD, 1:30 p.m.